



BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	September 8, 2021	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing
Title (Subject):	RFP 21MISC15, Sign Language Interpreting Agency Services	
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies, grants over \$25k)	<input type="checkbox"/> Information (e.g., grants under \$25k) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input checked="" type="checkbox"/> 1-Student Achievement <input checked="" type="checkbox"/> 2-Effective and Engaged Staff <input type="checkbox"/> 3-Resource Allocation	<input checked="" type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFP 21MISC15, Sign Language Interpreting Agency Services	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? _____ Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Comment: _____	
Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to jeremy.eccard@fcps.org , amelia.ross@fcps.org , jeremiah.johnson@fcps.org and daryl.boffman@fcps.org .		

PURPOSE OF PRESENTATION: Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

BACKGROUND/SUMMARY: This recommendation is to establish a contract with an agency to provide sign language interpreting services for Frederick County Public Schools.

PRESENTER(S) & TITLE(S):

Kim Miskell, CSBO, Assistant Purchasing Manager
 Amy Brooks, Coordinator of Interpreting Services

SUBMITTED BY:

Leslie R. Pellegrino, Chief Financial Officer

RFP 21MISC15
SIGN LANGUAGE INTERPRETING AGENCY SERVICES

FACT SHEET

- A. **Overview:** This recommendation is to select two agencies to provide qualified sign language interpreters and assure communication access for students and their families during school sponsored events. Bids were opened July 6, 2021.

1. **Proposal participation:**

11 proposals downloaded
8 companies submitted proposals

2. **Proposals were received from:**

AliWorld Language Consultants, Inc. (Rockville, MD)
ASLI, Inc. (New York, NY)
Frederick Interpreting Agency (Ijamsville, MD)
HIS Sign (Ashburn, VA)
Interpreters Unlimited, Inc. (San Diego, CA)
Purple Communications, Inc (Rockville, MD)
Sign Language USA (McLean, VA)
The Stepping Stones Group (Boston, MA)

3. **Other Facts:**

- The primary awardee will be the agency with the highest overall score; the secondary awardee will be the next overall high scorer. The secondary agency will be contacted if the primary agency does not have interpreters available when needed, or if they are not able to assign the total number of interpreters needed during a single time frame.
- The contract term will be effective from the date of award through July 31, 2023, with two one-year renewal options available at the discretion of the Board of Education of Frederick County.
- Frederick County Public Schools (FCPS) has staff interpreters who provide the majority of communication services to 67 schools during school, after-school and weekend events. FCPS also requires contracted services to assure communication access for students and their families during school sponsored events.
- Proposals from ASLI, Inc. and The Stepping Stones Group were not scored as they didn't meet all of the requirements of the solicitation.
- Approximately \$253,953 was spent in FY21 for these services.
- This contract will be administered by Amy Brooks, Coordinator of Interpreting Services.

4. **Source of Funding:** FY22 Approved Operating Budget and contingent upon Board approval of FY23 Operating Budget.

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- B. **Recommendation:** Staff recommends that RFP 21MISC15, Sign Language Interpreting Agency Services, be awarded to Sign Language USA, LLC (McLean, VA) as the primary agency and Frederick Interpreting Agency, LLC (Ijamsville, MD) as the secondary agency, per the attached bid tabulation.
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C. **Action taken by the Board (Purchasing use only):**

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Deferred	<input type="checkbox"/> Other	KM/sg
9/8/2021_Date	<input type="checkbox"/> Date	<input type="checkbox"/> Date	<input type="checkbox"/> Date	BOE Meeting: 09.08.21

RFP 21MISC5, Sign Language Interpreting Agency Services
Scoring Summary

Firm	Technical Score	Interview Score	Fee Score	Total Score
Sign Language	68.60	8.89	30.00	107.49
Frederick Interpreting Agency	69.00	10.00	28.29	107.29
HIS	70.00	7.78	26.58	104.36
Interpreters Unlimited	61.42			
Purple	58.63			
Allworld	57.04			
ALSI	0			
Stepping Stones	0			

RFP 21MISC15, SIGN LANGUAGE INTERPRETING AGENCY SERVICES

BID TABULATION

BASE BID:			HIS Sign	Sign Language USA	Frederick Interpreting Agency
	Request Type	Notice Given	Hourly Rate	Hourly Rate	Hourly Rate
1A	General (ASL, PSE, SEE, Cued Speech)	36 hrs. +	\$ 79.00	\$ 70.00	\$ 69.50
1B	General (ASL, PSE, SEE, Cued Speech)	Less than 36 hrs.	\$ 79.00	\$ 70.00	\$ 79.50
2A	Weekends and Holidays	36 hrs. +	\$ 79.00	\$ 70.00	\$ 79.50
2B	Weekends and Holidays	Less than 36 hrs.	\$ 79.00	\$ 70.00	\$ 79.50
3A	CART (In-Person)	36 hrs. +	\$ 170.00	\$ 150.00	N/A
3B	CART (In-Person)	Less than 36 hrs.	\$ 170.00	\$ 150.00	N/A
4A	CART (Remote)	36 hrs. +	\$ 140.00	\$ 125.00	N/A
4B	CART (Remote)	Less than 36 hrs.	\$ 140.00	\$ 125.00	N/A
OPTIONAL SERVICES:					
	Request Type	Notice Given			
5A	Tactile	36 hrs. +	\$ 79.00	\$ 70.00	\$ 69.50
5B	Tactile	Less than 36 hrs.	\$ 79.00	\$ 70.00	\$ 79.50
6A	CDI	36 hrs. +	\$ 79.00	\$ 70.00	\$ 69.50
6B	CDI	Less than 36 hrs.	\$ 79.00	\$ 70.00	\$ 79.50

ASL - American Sign Language

PSE - Pidgin Signed English (a combination of ASL and English)

SEE - Signing Exact English (communication that strives to be an exact representation of English vocabulary and grammar).

Cued Speech - combines simple hand cues with the natural mouth movements of speech to make the sound of spoken language clear through vision.

CART - Communication Access Real Time - transcribes and translates spoken text and sound into words in real time and appears on a screen.

Tactile - method of communicating using touch for individual who have both a hearing loss and sight impairment.

CDI - Certified Deaf Interpreter.