

586



**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

FROM: Human Resources

SUBMITTAL DATE:
September 29, 2003

SUBJECT: Approval of Professional Service Agreements with Dayle McIntosh Center and LifeSigns Company for Sign Language Services.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Pursuant to the applicable California Code, approve and execute the independent contractor agreement(s) with the Dayle McIntosh Center, and the LifeSigns Company, and;
2. Authorize the Purchasing Agent to exercise the options to renew for up to two (2) additional one (1) year periods, renewable in one-year terms, and;
3. Approve the aggregate annual spending amount of \$200,000.

BACKGROUND: The federal law titled The Americans with Disabilities Act (ADA) is a civil rights law which gives protections to individuals with disabilities. In addition to other areas, it guarantees equal opportunity for individuals with disabilities in: (1) employment (Title I), and (2) access to State and local government programs, activities, and services (Title II). The law requires that public entities provide equally effective communications to people with disabilities as to those without. The County of Riverside desires to be compliant with these requirements and to offer accommodations as required by the law.

(Continued on Page 2)

Ronald W. Komers
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 Asst. County Executive Officer/Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 163,072.00	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 13,000.00	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 13,000.00	For Fiscal Year:	2003/2004

SOURCE OF FUNDS:	Departmental Budgets	Positions To Be Deleted Per A-30	<input type="checkbox"/>
		Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

Tag At

County Executive Office Signature

- Dep't Recomm.: Policy
- Per Exec. Ofc.: Policy
- Consent
- Consent

Prev. App. Ref. **ATTACHMENTS FILED WITH THE CLERK OF THE BOARD** District: *ALL* Agenda Number: **3.26**

BACKGROUND (Continued)

Providing equally effective communications to the deaf and hard-of-hearing public or employee, at times requires the use of sign language interpreters. The Human Resources Department, ADA Office, and other County departments must be able to respond quickly to requests for interpreter services, whether the requester is a client of one of the County's departments, a person attending a County-sponsored function, a job applicant to the County, or a current employee of the County of Riverside.

In order to establish a pool of qualified sign language interpreting firms to provide sign language interpreter services to the County, its departments and agencies, the Purchasing Department in conjunction with the Human Resources Department, ADA Office advertised a Request for Proposal (RFP).

In the past, different sign language interpreting firms have separately added transportation time and mileage to invoices for interpreting. Because of its size, and the varying availability of sign language interpreters within its area, the County of Riverside set up four regions for sign language interpreting service. They are as follows:

Region #1 Northwest: Metro-Riverside, Corona, and Moreno Valley

Region #2 Southwest: Temecula, Murrieta, Lake Elsinore

Region #3 Central: Hemet, Idyllwild, and Perris

Region #4 Eastern: Banning, Blythe, Indio, Palm Springs

In the RFP for sign language interpreter services, firms were asked to incorporate any travel charges in the hourly rate, for each region. This RFP was sent to 5 vendors and advertised on the Internet. Three responses were received. The attached spreadsheet shows the rates negotiated with the two proposed contractors.

JUSTIFICATION:

A selection committee with representatives from the Department of Purchasing and Fleet Services, the Department of Public Social Services (DPSS), and the Department of Human Resources, ADA Office was established to review the qualifications of each of the responding firms and to interview each. Following the interview process, reference checks, and review of past performance, it was determined that the firms of Dayle McIntosh Center and LifeSigns Company were the most qualified, reliable, responsive and responsible vendors for Sign Language services. The vendor with the lowest bid was judged to be non-responsive/responsible due to prior documented poor performance to the County.

The Human Resources Department, ADA Office will coordinate the delivery of sign language services for the County. The period of performance shall be for a total of three (3) years, one base year with two (2) renewable one-year increments, with no obligation by the County of Riverside to purchase any specified amount of service.

PRICE REASONABLENESS:

County expenditures for sign language services approximate \$200,000 (estimated) per year. Prior to this RFP, there was a lack of uniformity in the rates which County departments were charged for sign language services. The approval of the attached independent contractor agreements will provide the County with predetermined costs. The average base rate for sign language services was previously \$50.00 per hour with a two-hour minimum, plus mileage and travel time. The new negotiated prices include mileage and travel time, and range from \$45.00 to \$48.00 per hour for Regions 1 through 4, with a standard two-hour minimum and normal 72+ hours notice. Additional fee schedules have been established where the interpreting firm is given less than 72-hours notice. Costs for provider services are borne by the requesting departments.

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**EXHIBIT B
COST**

<u>DESCRIPTION</u>	<u>DAYLE McINTOSH CENTER</u>			
	PRICE PER HOUR **			
	Region 1	Region 2	Region 3	Region 4
PLANNED NEEDS: 72+ Hours Notice				
BUSINESS HOURS:				
7:30 AM to 5 PM Monday thru Friday	\$45.00	\$45.00	\$45.00	\$75.00
Same hours: Sat., Sun., & Holidays	\$60.00	\$60.00	\$60.00	\$75.00
AFTER HOURS:				
5 PM to 7:30 AM Monday thru Friday	\$60.00	\$60.00	\$60.00	\$75.00
Same hours: Sat., Sun., & Holidays	\$60.00	\$60.00	\$60.00	\$75.00
PLANNED NEEDS: Less than 72 Hours but more than 24 Hours notice:				
BUSINESS HOURS:				
7:30 AM to 5 PM Monday thru Friday	\$60.00	\$60.00	\$60.00	\$75.00
Same hours: Sat., Sub., & Holidays	\$60.00	\$60.00	\$60.00	\$60.00
AFTER HOURS:				
5 PM to 7:30 AM Monday thru Friday	\$60.00	\$60.00	\$60.00	\$75.00
Same hours: Sat., Sun., & Holidays	\$60.00	\$60.00	\$60.00	\$75.00
EMERGENCY NEEDS: Less than 24 Hours				
BUSINESS HOURS				
7:30 AM to 5 PM Monday thru Friday	\$65.00	\$65.00	\$65.00	\$100.00
Same hours: Sat., Sun., & Holidays	\$65.00	\$65.00	\$65.00	\$100.00
AFTER HOURS:				
5 PM to 7:30 AM Monday thru Friday	\$65.00	\$65.00	\$65.00	\$100.00
Same hours: Sat., Sun., & Holidays	\$65.00	\$65.00	\$65.00	\$100.00

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** Unscheduled, additional interpreting-time, to complete an assignment, to be charged in half-hour increments.

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**EXHIBIT B
COST**

<u>DESCRIPTION</u>	<u>LIFESIGNS, INCORPORATED</u>			
	PRICE PER HOUR **			
	Region 1	Region 2	Region 3	Region 4
PLANNED NEEDS: 72+ Hours Notice				
BUSINESS HOURS:				
7:30 AM to 5 PM Monday thru Friday	\$48.00	\$48.00	\$48.00	\$48.00
Same hours: Sat., Sun., & Holidays	\$48.00	\$48.00	\$48.00	\$48.00
AFTER HOURS:				
5 PM to 7:30 AM Monday thru Friday	\$48.00	\$48.00	\$48.00	\$48.00
Same hours: Sat., Sun., & Holidays	\$48.00	\$48.00	\$48.00	\$48.00
PLANNED NEEDS: Less than 72 Hours but more than 24 Hours notice:				
BUSINESS HOURS:				
7:30 AM to 5 PM Monday thru Friday	\$63.00	\$63.00	\$63.00	\$63.00
Same hours: Sat., Sub., & Holidays	\$63.00	\$63.00	\$63.00	\$63.00
AFTER HOURS:				
5 PM to 7:30 AM Monday thru Friday	\$63.00	\$63.00	\$63.00	\$63.00
Same hours: Sat., Sun., & Holidays	\$63.00	\$63.00	\$63.00	\$63.00
EMERGENCY NEEDS: Less than 24 Hours				
BUSINESS HOURS				
7:30 AM to 5 PM Monday thru Friday	\$63.00	\$63.00	\$63.00	\$63.00
Same hours: Sat., Sun., & Holidays	\$63.00	\$63.00	\$63.00	\$63.00
AFTER HOURS:				
5 PM to 7:30 AM Monday thru Friday	\$63.00	\$63.00	\$63.00	\$63.00
Same hours: Sat., Sun., & Holidays	\$63.00	\$63.00	\$63.00	\$63.00

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