

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Monday, January 22, 2018 – 10:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen   
**DATE:** January 18, 2018  
**SUBJECT:** Committee Meeting

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A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Monday, January 22, 2018 at 10:00 A.M. in the College's Isadore A. Shrager Boardroom, M2-1**. For those members who are dialing into the meeting, the following is the conference bridge information: **DIAL-IN NUMBER: 1-888-675-6779; PARTICIPANT PASSCODE: 2050590#**

**AGENDA – EXECUTIVE SESSION**

**AGENDA – PUBLIC SESSION**

**(1) Refurbishing the Bonnell Building Freight Elevator (Action Item):**

The staff recommends awarding a contract to Schindler Elevator to modernize and refurbish the Bonnell Building freight elevator (#4) within the scope of services outlined in the Schindler MOD Proposal 12-11-2017 for the amount of \$146,400.00. Schindler was competitively awarded the national elevator service contract under the E&I Cooperative Purchasing (Educational & Institutional) Agreement.

**(2) Verizon Contract (Action Item):**

An RFP for the College's Telecommunication Services was issued on 6/5/2017 and the award was given to Data Network Solutions (DNS). During the six months of our contracted services with DNS, the College experienced multiple telephone line service interruptions causing a loss of phone communications into and out of the College. Due to this breach of the DNS Agreement and failure to satisfactorily provide services under the agreement, General Counsel has authorized a termination of services which was delivered to DNS on 12/22/2017 with a termination date of 1/31/2018.

The termination forces the College to move to the next BIDDER of RFP 9995; Verizon. Verizon bid *via* the COSTARS agreement which has been reviewed and approved by General Counsel. We have scheduled the porting of the DID's to occur prior to the 1/31/2018 exit date. The monthly cost for the Verizon PRI's will be \$3,425.40

**(3) Canteen Contract (Action Item):**

As noted at the November 15, 2017 Business Affairs Committee meeting, the College issued an RFP for food services (which included cafeteria operations, catering and vending) on September 26, 2017. Sixteen firms were invited to participate in this effort; however, despite a comprehensive effort to solicit proposals from a broad range of firms, only two formal proposals were received: Canteen and Victoria's Kitchen & Catering. The Committee previously approved awarding a contract to Victoria's Kitchen & Catering for the College's Regional Centers' food service and catering operations effective March 12, 2018. Staff is now recommending that a five year contract be approved with Compass (Canteen's parent corporation) for the College's food service and catering operations at the Main Campus as well as vending services at all locations.

The terms of the agreement with Compass will require the College to pay an annual subsidy to Compass in the amount of \$100,000. In return for this subsidy amount, Compass will staff the operations at a pre-determined level and will operate on a pre-determined schedule. This subsidy will be offset by certain financial arrangements included as part of the agreement. For every \$50,000 increase in sales from cafeteria and catering operations from the established baseline of \$1.342 million, the subsidy amount will be reduced by \$10,000. The College will receive an annual signing bonus of \$12,500. The Vending Division of Compass will pay a guaranteed annual commission of \$40,000 to the College. Compass will pay an additional 15% commission on net vending sales in excess of \$350,000. The past two years' net vending sales have exceeded this amount resulting in approximately \$5,000 of additional commissions. Additionally, Compass will continue contributing \$5,000 to the Foundation to a scholarship fund for the College's Culinary Arts Program.

**(4) RFP 10008 – Sign Language Interpreting Services (Action Item):**

An RFP was issued on November 10, 2017 for Sign Language Interpreting Services. This service is used by both our Center on Disabilities for servicing student classroom needs and other student-related meetings and our Human Resources Department for servicing faculty, staff and guests needs.

The RFP invited 6 firms with 2 firms providing responses, Deaf Hearing Communication Center (DHCC) and Deaf Hearing Interface, LLC. (DHI). There were 2 rates requested: Educational rate for typical assignments and Recorded rate for public and platform events where the College would videotape for the purposed of repeated viewing.

**RFP 10008 Sign Language  
Interpreting Services**

**DUE DATE: December 4, 2017 at 12:00  
PM**

<b>RATES</b>	<b>Bidder Name - DHCC (Deaf Hearing Communication Centre)</b>	<b>Bidder Name - DHI (Deaf Hearing Interface)</b>
EDUCATIONAL RATE	\$68/hr.	\$66/hr.
RECORDED RATE	\$88/hr.	\$86/hr.

The evaluation team consisted of representatives from the Center on Disability, Human Resources and Purchasing. Evaluation criteria consisted of:

- Price
- Qualifications, experience and commitment of project team
- Method of accomplishing the scope of work

Although the rate for DHCC is \$2 more per hour, the evaluation team felt that this firm was more qualified to handle the number of hours the College requires. The combined approximate annual hours for this service is projected to be 3100 hours (300 hours for H/R and 2800 hours for Center on Disability). DHI's total number of interpreting hours for 2017 was only 10,000 hours; the College business would represent an increase of close to one third of their total operating hours.

Staff recommend an award to Deaf Hearing Communication Center for the following reasons. Please refer to Attachment A.

The term of the agreement will be 3 years' firm fixed rate with two (2) one (1) year renewal options where price will be determined with mutual agreement.

**(5) Increase in Fees for Quad Learning for the American Success Program (Action Item)**

The College entered into an agreement with Quad Learning (QL) on December 1, 2015 to recruit international students. As part of the Agreement, American Success students pays \$750 per semester (Fall and Spring). QL requested an increase in fees. The College reviewed the fee request and is recommending \$250 for each summer term (Summer I and Summer II).

Quad Learning students, who are called American Success students, will pay the program fees starting Summer I, 2018. All American Success students starting prior to Summer I, 2018 will be grandfathered into the existing fee structure.

The staff recommends the increase in program fees in the amount of \$250 for each summer term (Summer I and Summer II) starting in Summer I of 2018.

**(6) Next Meeting:**

**If required**, the next regularly scheduled meeting of the Committee will be held on Wednesday, February 21, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

**JE/lm**

**Attachments**

**cc: Mr. Jeremiah White  
Dr. Donald Generals  
Mr. Gim Lim  
Mr. James P. Splewak  
Jessica Hurst, Esq.  
Victoria Zellers, Esq.**

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# **ATTACHMENT A**

**Recommendation to Award the Contract to  
Deaf Hearing Communication Center**

## **Recommendation to Award the Contract to Deaf Hearing Communication Center**

- DHCC offers a regular/educational rate for requests made with at least one business day notice, while DHI requires two full business days. This is important for students who request appointments with faculty, tutors, advisors, etc. Often times, their requests cannot be made with two-business-days' notice.
- DHCC's selection of pre-certified interpreters involves a formal four-part screening process of all candidates to ensure professional, competent service. DHI did not indicate they have such a process beyond the Registry of Interpreters for the Deaf (RID) exam. Pre-Certified Interpreters have taken and passed the RID but have not completed the National Interpreter Certification (NIC) performance examination.
- DHCC has access to a larger pool of certified interpreters, and thus they have an outstanding success rate in matching interpreter skill sets with client communication needs.
- DHCC requires fully certified interpreters to participate in professional development to ensure their skill sets remain current in an evolving profession. DHI did not indicate in their RFP response or Interview that they offer professional development.
- DHCC is willing to provide training to faculty and staff on Deaf culture and communication with the Deaf community and engages in active community outreach as part of its mission.
- DHCC maintains a sophisticated database, and can pull the certifications and clearances of any interpreter upon request. DHI does not have a database for these records and indicated their process to provide clearance and certification data could take several days.
- DHCC has 5 full-time staff members devoted to organizing Interpreting assignments. DHI has only 2 staff members in the entire company.
- DHCC has an online customer portal where *ad hoc* reporting, Interpreter assignments and clearance/certification data is readily available to clients.