



Rent Stabilization Board

DATE: May 7, 2018

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: *JJ* Jay Kelekian, Executive Director

SUBJECT: Recommendation to adopt Resolution 18-04 authorizing the Executive Director to modify the contract with QuickCaption, Inc. for closed captioning of all televised Board meetings for the remainder of fiscal years 2018 and 2019 by extending the term through June 30, 2019 and by increasing the contract by an additional amount not to exceed \$7,000

Recommendation:

That the Board adopt Resolution 18-04 authorizing the Executive Director to modify the contract with QuickCaption, Inc. (QuickCaption) to provide closed captioning services of the Rent Board's televised meetings through June of 2019, for an additional amount not to exceed \$7,000.

Background and Need for Board Action

The Americans with Disabilities Act (ADA) requires the Rent Board to caption its televised meetings. Accordingly, the Board began captioning its meetings in January 2005. At that time, the Board adopted Resolution 05-01 authorizing the Executive Director "to enter into a contract or otherwise make the necessary arrangements to have televised broadcasts of Board meetings captioned." In this resolution, the Board also stated that "[s]ubsequent funding for captioning services [was to] be reviewed and approved by the Board."

In 2005, following review of the results of the City Clerk's Request for Proposal (RFP) for closed captioning services, the Board entered into a contract with Theresa B. Darrenouge to provide real-time captioning services of all televised Rent Board meetings. Ms. Darrenouge provided excellent captioning services to the Board for nearly eleven years.

On August 1, 2014, following the City Clerk's RFP for real-time closed captioning services, QuickCaption, Inc. was selected to provide captioning of Berkeley City Council and ZAB meetings. At the time, Rent Board staff have spoken with City staff who work closely with QuickCaption and received very positive reports about QuickCaption staff and the quality of their captioning. In June of 2016, the Board approved a one-year contract in an amount \$7,000. The term of that contract was extended and the initial funding of \$7,000 has lasted nearly two years, but is about to run out after this month. We have been pleased with the quality of the

work as well as the willingness of QuickCaption's staff to work collaboratively with Rent Board and BCM staff and recommend that the current contract be extended an additional fourteen months, through the end of FY 2019. I believe that an allocation of \$7,000 will cover our costs over that period, even if there is an adjustment to the current hourly rate.

QuickCaption currently charges an hourly rate of \$102.00 for real-time remote closed captioning services of all televised Rent Board meetings broadcast by Berkeley Community Media using City-approved equipment and connectivity. The current hourly rate is roughly 44% less than the Board's rate under the prior captioning contract. This rate may increase in FY 2018/19 but will remain within the total requested allocation. In addition, QuickCaption has followed through on their commitment in 2016 to having Rent Board meetings captioned by the same person who captions City Council and the ZAB, thereby streamlining logistics and enabling greater consistency and accuracy of captioning transcripts.

Financial Impact:

With the adoption of this recommendation, the total cost for closed captioning of Rent Board meetings during the 2018/19 fiscal year is estimated to be \$5,200, based on thirteen assumed meetings per year (approximately 4 hours per meeting). The balance of the requested allocation will be used to cover any costs associated with any meetings in the remainder of this fiscal year. If the Board suddenly has a rash of additional meetings, this contract can be amended accordingly.

Assuming the Board adopts the proposed FY 2018/19 registration fee of \$250 per unit that is recommended by the Budget and Personnel Committee, there will be sufficient funds to cover this expenditure.

Name and Telephone Number of Contact Person:

Jay Kelekian, Executive Director (510) 981-7368

RESOLUTION 18-04

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS FOR THE REMAINDER OF FISCAL YEARS 2018 AND 2019 BY EXTENDING THE TERM THROUGH JUNE 30, 2019 AND INCREASING THE CONTRACT BY AN AMOUNT NOT TO EXCEED \$7,000.

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Rent Stabilization Board has elected to caption its televised meetings to comply with the Americans with Disabilities Act; and,

WHEREAS, QuickCaption, Inc. has provided quality captioning for the City since August 1, 2014, at a rate that is representative of the current rate for real-time captioning services; and,

WHEREAS, Board staff, after speaking to several City staff who relayed that they were extremely pleased with QuickCaption, Inc., recommended that the Board enter into a contract for services with QuickCaption, Inc.; and,

WHEREAS, on June 20, 2016, through Resolution 16-05, the Board authorized the Executive Director to negotiate a contract for services with QuickCaption, Inc., and

WHEREAS, the Board and staff are pleased with the services provided by QuickCaption, Inc., and wish to continue having QuickCaption, Inc., provide captioning services at Board meetings; and

WHEREAS, the cost of captioning a televised Board meeting will generally range from \$300 to \$500 depending on the length of the meeting; and,

WHEREAS, sufficient funds are available in the FY Adopted 2018 Budget and the FY 2019 Draft Budget to cover the anticipated cost of captioning the Board's televised meetings.

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Rent Stabilization Board authorizes the Executive Director to modify the contract for captioning services to be provided by QuickCaption, Inc., by extending the term through June 30, 2019 and increasing the contract by an amount not to exceed \$7,000, so that the total amount payable under this contract shall not exceed \$14,000.

Dated: May 7, 2018

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

John Selawsky, Chair
Rent Stabilization Board

Attest: _____
Jay Kelekian, Executive Director