

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of 6/23/09**

ITEM # 17

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Approval of contract increase with Bay Area Communication Access

**SPECIFIC BOARD ACTION REQUESTED:**

Bay Area Communication Access (BACA) provides interpreting services for deaf students.  
Total amount will not exceed \$ 70,000

**ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)**

**BACKGROUND/ANALYSIS: ADDITIONAL FUNDS ARE NEEDED TO MEET THE DEMAND OF INTERPRETERS FOR CLASSROOM INTERPRETING FOR DEAF STUDENTS.**

**ALTERNATIVES/OPTIONS: NONE**

**EVALUATION AND RECOMMENDED ACTION:**

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): DEAF AND HARD OF HEARING FUNDS AND DSP&S BUDGET.**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO   X  

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**  
President Inclan

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM?** YES \_\_\_\_\_ NO   X  

**IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**  
(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor of the District-approved contract.)

**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**

Prepared by: Lynn Massey, PSSD Staff Assistant LM  
[Enter Your Name and Title of Individual]

Date: 6-17-09

**DOCUMENT PRESENTED BY:**

Prepared by: President Inclan B  
[Enter Name of College President or Vice-Chancellor or Manager,  
and Title of Individual]

Date: 6-17-09

**FINANCE DEPARTMENT REVIEW**

Finance review required       Finance review not required

If Finance review is required, determination is:  Approved       Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: Thomas Smith  
Thomas Smith, Vice Chancellor for Finance and Administration

Date: 6-17-09

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required       Legal review not required

If Legal review is required, determination is:  Approved       Not Approved

Signature: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

Date: \_\_\_\_\_

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: Elihu Harris  
Elihu Harris, Chancellor

Date: 6/17/09

415-354-0405

**Bay Area Communication Access**  
**INTERPRETING SERVICE POLICIES, PROCEDURES AND FEES**

**#30**

The Bay Area Communication Access (BACA) workday is from 9:00 a.m. to 5:00 p.m., Monday through Friday. The office is closed for lunch from 12:00 p.m. to 1:00 p.m. Our holidays for the year are attached.

**REQUESTS:** Advance notice of at least five working days gives us the best chance to secure an interpreter for you. We can sometimes fill requests made with less notice. All requests made for the same day or for the next working day will be assessed an additional one hour fee (equal to the rate of the first hour of the assignment). Requests must be received before 5:00 p.m. to be considered received on that day. Requests can be made by phone, TTY, fax or email, although short notice requests and cancellations or changes must be made by phone or TTY first. Assignments exceeding 1 and 1/2 hours will require the services of two interpreters. Breaks (e.g. lunch) of less than two hours will be considered and billed as part of the assignment. Requests and cancellations are to be made directly to the BACA office, not to individual interpreters. When making a request, you are welcome to request interpreters by name. We make every effort to arrange for your preferred interpreter.

**CANCELLATIONS:** When a request for services is to be cancelled or shortened, you must notify BACA of the change at least two working days prior to the assignment to avoid being billed. *This means to avoid being charged, you must cancel during BACA working hours three days before the request.* For example: If the request is for Thursday, cancellations must be made before 5:00 p.m. on Monday to avoid being billed: for Wednesday, the cancellation must be received by Friday at 5:00 p.m.

Conferences or assignments for three or more consecutive days are subject to extended cancellation liability as follows (applied to the entire event):

Cancelled 10 calendar days prior to event start date will be billed 10% as scheduled.  
Cancelled 8 calendar days prior to event start date will be billed 20% as scheduled.  
Cancelled 4 working days prior to event start date will be billed 50% as scheduled.  
Cancelled 3 working days prior to event start date will be billed 75% as scheduled.  
Cancelled 2 working days prior to event start date will be billed 100% as scheduled.

**REGULAR WEEKDAY RATES:** Interpreting service rate per interpreter from 8:00 a.m. - 5:00 p.m. Monday-Friday (barring holidays) is \$90 an hour \$45 per half-hour thereafter. Assignments requested for less than two hours are billed \$135 for the first hour.

**WEEKNIGHTS, WEEKEND DAYS AND HOLIDAY DAY RATES:** For interpreting services provided before 8:00 a.m. and after 5:00 p.m. Monday through Friday, or on Saturdays, Sundays and holidays between 8:00 a.m. and 5:00 p.m., the rate per interpreter is \$100.00 an hour \$50 per half-hour thereafter. Assignments requested for less than two hours are billed \$150 for the first hour. Interpreting services provided between midnight and 6:00 am incur an additional one hour fee.

**WEEKEND AND HOLIDAY NIGHT RATES:** For interpreting services provided between 5:00 p.m. and 8:00 a.m. on Saturdays, Sundays and holidays the rate per interpreter is \$110.00 an hour \$55 per half hour thereafter. Assignments requested for less than two hours are billed \$165 for the first hour. Jobs booked between midnight and 6:00 a.m will incur an additional one hour fee.

**TRILINGUAL, LEGAL AND COURT RATES:** The regular daytime rate per interpreter for legal (Non court: i.e. meetings with attorneys, EEO hearings, unemployment grievances) and trilingual settings is \$110.00 an hour \$55 per half-hour following. Assignments scheduled for less than two hours are billed \$165 for the first hour. The night, weekend and holiday rate per interpreter for legal and trilingual settings is \$120.00 an hour \$60 per half-hour following. Assignments scheduled for less than two hours are billed \$180 for the first hour.

Court interpreting (depositions and courtroom interpreting) will be billed at a half day rate of \$360 for assignments three hours or less. Those over three hours, the hourly legal rate will apply.

**TRAVEL EXPENSES:** \$.45 per mile, round trip and bridge tolls, and parking will be charged for all assignments. Parking can be arranged to be validated ahead of time or billed with the assignment.

**LATE PAYMENT FEE:** One and one half percent (1 ½%) late payment fee per month will be added to invoices 30 days and older. As all agencies have the opportunity to avoid this charge by paying their bill immediately, the late payment fee on past due balances is not negotiable.

**FORMS OF PAYMENT:** BACA accepts checks and major credit cards. Credit card payments are assessed a bank fee of 3.25% (of payment amount).

**INSURANCE CONSIDERATIONS:** BACA conducts business primarily as a referral agency. Many interpreters are hired on an hourly basis as independent contractors, and therefore maintain their own professional liability insurance. We carry Workers' Compensation insurance and personal liability insurance for BACA staff interpreters.

**REQUIRED AUTHORIZATION:** BACA can begin providing services once we have received authorization to bill your organization. We will accept the signature page signed and returned (by fax or by mail) by itself or accompanied any forms your organization requires. Signature implies the person signing is authorized to guarantee payment for services as outlined above. Please include correct and complete billing address. These policies will remain effective until our next rate adjustment. If we have a signed authorization on file, we do not require a new one with each rate increase.

**REAL TIME CAPTIONING:** BACA can often arrange real time captioners. The rate is \$125 an hour daytime, \$150 for nights and weekends, with a two hour minimum, plus travel expenses as above.

Rates subject to change with 30 day advance notice.