

**(ATTACHMENT 1) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

*This item initiated by the Administration.*

**ADMINISTRATION’S RECOMMENDATION**

The Administration recommends that the Board approve the following professional services contracts:

**RFP 1141 Authorization to Issue a Contract with Birch Agency for Sign Language Interpretation Services**

The Administration is requesting authorization to enter into a blanket contract with Birch Agency for sign language interpretation services. This vendor will be used to deliver shall provide sign language interpretation services district-wide for students Pre-K3 through twelfth grade and staff who are deaf or hard of hearing.

American Sign Language (ASL) interpreters facilitate communication for everyone and are specifically needed in order to allow for communication for our deaf and hard of hearing students/staff/parents. ASL is the primary language for many of our deaf population and without interpreters they are unable to access their education to the fullest extent possible.

Contractor was chosen pursuant to RFP 1141, which closed on October 21, 2024. This contract shall be in effect from January 1, 2025 through December 31, 2025, with the possibility of two additional one-year renewals subject to satisfaction of performance metrics and board approval.

The total cost of the contract in the Initial Term will not exceed \$200,000.

**Budget Code:**

HI2-0-I-EEN-DW-ECTS..... (Contracted Services) .....\$200,000.00

**Birch Agency**

**PRIME CONTRACTOR INFORMATION**

Certified HUB Contractor? .....No  
Total # of Employees .....61  
Total # of Minorities .....22  
Total # of Women .....49

**HUB PARTICIPATION**

Required .....5%  
Proposed .....100%  
\$ Value .....TBD

**STUDENT ENGAGEMENT (hours per 12-month contract)**

Paid Student Employment Hour Commitment: 100 HOURS  
Student Career Awareness Commitment: 10 HOURS