


Rent Stabilization Board

DATE: June 17, 2021

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: Honorable Members of the Budget and Personnel Committee  
By: Matt Brown, Acting Executive Director 

SUBJECT: Recommendation to adopt Resolution 21-18 authorizing the Acting Executive Director to modify the contract with QuickCaption, Inc. for remote closed captioning of all televised Board meetings by an amount not to exceed \$7,000 for fiscal year (FY) 2021-2022

---

**Recommendation:**

That the Board adopt Resolution 21-18 authorizing the Acting Executive Director to modify the contract with QuickCaption, Inc. for closed captioning of all televised Board meetings by extending the term through June 30, 2022 and increasing the contract by an amount not to exceed \$7,000 for FY 2021-2022.

**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. Darrenougue to provide real-time captioning services of all televised Rent Board meetings. Ms. Darrenougue 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. Staff has 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 through the end of FY 2022.

QuickCaption currently charges an hourly rate of \$125.00 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 significantly less than the Board's rate under the prior captioning contract.

**Financial Impact:**

Based upon the proposed budget included elsewhere in your agenda package, there will be sufficient funds in the Fiscal Year 2021/2022 budget to cover this contract amount.

**Name and Telephone Number of Contact Person:**

Matt Brown, Acting Executive Director (510) 981-7368



4927 Arlington Avenue  
Riverside, California 92504  
951-779-0787  
951-779-0980 (Fax)  
[www.QuickCaption.com](http://www.QuickCaption.com)

June 2, 2021

Aimee Mueller  
City of Berkeley  
Rent Stabilization Board  
2125 Milvia Street  
Berkeley, CA 94704

Re: Proposal for Fiscal Year 2021-2022

Aimee,

Following is our proposal for fees and terms for the FY July 1, 2021 through June 30, 2022:

**Remote Broadcast Captioning of RSB Meetings:**

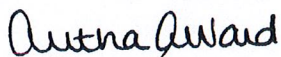
- \$125.00 per hour
- 2.0-hour minimum per assignment; Invoiced in 30-minute increments thereafter
- Connection:
  - Encoder connections initiated 15 minutes prior to an event, no additional charge
  - Encoder connections in excess of 15 minutes to be invoiced in 30-minute increments
- Cancellation:
  - Events rescheduled or canceled more than 48 business hours in advance - no charge
  - Events rescheduled or canceled 48 business hours or less in advance - invoiced at two hours
- Prescheduled/On-Demand:
  - Request of services with more than 48 business hours' notice - no additional charge
  - Request of services with 48 business hours or less notice - surcharge 20%
- Transcript:
  - The unedited transcript of each assignment is available to be forwarded within 24 hours of the completion of each assignment; sent via email in Word .doc format.
  - Additional fee of \$25.00 per hour per submitted transcript in .doc, .txt, .rtf format
- Technical Support:
  - Remote technical support assistance lasting less than 15 minutes – no charge
  - Remote technical support assistance lasting more than 15 minutes – \$80.00 per hour invoiced in 15-minute increments
- No additional charges for evening or weekend meetings/assignments
- No additional charges for extended meetings
- No additional charge for pre-event preparatory or post-event editing
- Note: Business hours are Monday through Friday, 6:30 to 8:30 p.m. PST, except government holidays

**Remote Livestream Captioning Services:**

- \$135.00 per hour for livestream captioning for scheduled time or minimum
  - \$165.00 per hour for additional time
- Additional \$60.00 per hour for creation of .srt file (client to embed into video)
- Additional \$85.00 per hour for creation of video with embedded captions (QuickCaption to embed captions)
- 2.0-hour minimum per assignment; Invoiced in 30-minute increments thereafter
  - Rate includes prep and set up
- Assignments scheduled 1.5 hours or more require a team of Captioners
  - Rate is per hour per Captioner
  - Two-hour minimum applies to each Captioner
- Connection:
  - Log in connection initiated 15 minutes prior to an event, no additional charge
  - Log in connection in excess of 15 minutes to be invoiced in 30-minute increments
- Cancellation:
  - Events rescheduled or canceled more than 48 business hours in advance - no charge
  - Events rescheduled or canceled 48 business hours or less in advance - invoiced at two hours
- Prescheduled/On-Demand:
  - Request of services with more than 48 business hours' notice - no additional charge
  - Request of services with 48 business hours or less notice - surcharge 20%
- Transcript:
  - The unedited transcript of each assignment is available to be forwarded within 24 hours of the completion of each assignment; sent via email in Word .doc format.
  - Additional fee of \$25.00 per hour per submitted transcript in .doc, .txt, .rtf format
- Technical Support:
  - Remote technical support assistance lasting less than 15 minutes – no charge
  - Remote technical support assistance lasting more than 15 minutes – \$80.00 per hour invoiced in 15-minute increments
- No additional charges for evening or weekend meetings/assignments
- No additional charges for extended meetings
- No additional charge for pre-event preparatory or post-event editing

Note: Business hours are Monday through Friday, 6:30 am to 8:30 pm PST, except government holidays

Please don't hesitate to contact me should you have any questions or concerns or need anything additional.  
Have a GREAT day!



Anthia A. Ward  
President

AAW/jp

## RESOLUTION 21-18

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS FOR FISCAL YEAR 2022 BY EXTENDING THE TERM THROUGH JUNE 30, 2022 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 authorized the Executive Director to extend the contract with QuickCaption, Inc. and increase the contract amount on May 7, 2018, through Resolution 18-04, and on November 21, 2019, through Resolution 19-24; and

WHEREAS, the existing contract with QuickCaption, Inc. has since been extended by the Executive Director without increasing the contract amount; and

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

**RESOLUTION 21-18**

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS FOR FISCAL YEAR 2022 BY EXTENDING THE TERM THROUGH JUNE 30, 2022 AND INCREASING THE CONTRACT BY AN AMOUNT NOT TO EXCEED \$7,000  
(Page 2)

WHEREAS, the cost of captioning a televised Board meeting will generally range from \$300 to \$600 depending on the length of the meeting; and

WHEREAS, sufficient funds are available in the proposed fiscal year 2021/22 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, 2022, and increasing the contract by an amount not to exceed \$7,000, so that the total amount payable under this contract shall not exceed \$31,000.

Dated: June 17, 2021

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

YES:  
NO:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Leah Simon-Weisberg, Chair  
Rent Stabilization Board

Attest: \_\_\_\_\_  
Matt Brown, Acting Executive Director