


Rent Stabilization Board

DATE: October 21, 2021

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: Matt Brown, Acting Executive Director
By: Aimee Mueller, Associate Management Analyst/Board Secretary 

SUBJECT: Recommendation to adopt Resolution 21-30 authorizing the Acting Executive Director to modify the contract with QuickCaption, Inc. for remote closed captioning of all televised Board meetings by increasing the contract amount by \$10,000 for fiscal year (FY) 2021-2022

Recommendation:

That the Board adopt Resolution 21-30 authorizing the Acting Executive Director to modify the contract with QuickCaption, Inc. for closed captioning of all televised Board meetings by increasing the contract amount by an additional \$10,000 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 had 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 lasted nearly two years. On June 18, 2018, the Board extended the contract and added funding of \$7,000 which covered

payments for Quick Caption's services until the 2nd quarter of FY 2019-2020. On November 21, 2019, the Board modified the contract by an additional amount of \$10,000. These funds were finally depleted near the end of FY 2020-2021.

On June 17, 2021, the Board approved a new one-year contract for FY 2021-2022 in the amount of \$7,000. This additional funding amount has already been reduced significantly due to several outstanding payments owed to the vendor for services provided during the previous fiscal year. In addition, the charges for captioning services last year were much greater than normal because the Board asked QuickCaption to provide live captioning for several of the Board's informational webinars, in addition to their continued captioning of Board meetings. Staff has since successfully tested and used the closed-captioning feature provided by the Zoom platform and will use this free feature to caption future informational webinars.

Given that the Board will not use QuickCaption's services for the captioning of informational webinars in FY 2021-2022, staff anticipate that this vendor's charges will return to their typical level. The additional \$10,000 requested for this contract should be sufficient to cover QuickCaption's services for captioning Board meetings for the remainder of the current fiscal year.

Staff has always been very pleased with the quality of QuickCaption's services as well as their willingness to work collaboratively with Rent Board and Berkeley Community Media (BCM) staff and recommend that the Board authorize the additional funding for their contract. The authorization of an additional \$10,000 would increase the total contract not-to-exceed amount to \$41,000.

QuickCaption currently charges an hourly rate of \$125.00 for real-time remote closed captioning services of all televised Rent Board meetings broadcast by BCM 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:

There are sufficient funds in the FY 2021-2022 budget to cover the increased contract amount.

Name and Telephone Number of Contact Person:

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

RESOLUTION 21-30

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS FOR FISCAL YEAR 2022 BY INCREASING THE CONTRACT BY AN ADDITIONAL AMOUNT NOT TO EXCEED \$10,000

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 in an amount not to exceed \$7,000; 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, by an additional amount of \$7,000; and

WHEREAS, the Board authorized the Executive Director to increase the contact amount on November 21, 2019, through Resolution 19-24, by an additional amount of \$10,000; and

WHEREAS, the Board authorized the Executive Director to extend the contract with QuickCaption, Inc. and increase the contract amount on June 17, 2021, through Resolution 21-18, by an additional amount of \$7,000; and

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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

WHEREAS, there were unanticipated increases to captioning costs in fiscal year 2021/21 due to the need for captioning of Rent Board informational webinars; and

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 fiscal year 2021/22 budget to cover the 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 increasing the contract by an additional amount not to exceed \$10,000. The total amount payable under this contract shall not exceed \$41,000.

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Dated: October 21, 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