



Rent Stabilization Board

DATE: June 20, 2024

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: DéSeana Williams, Executive Director
By: Aimee Mueller, Associate Management Analyst

SUBJECT: Recommendation to adopt Resolution 24-15 authorizing the Executive Director to extend the contract with QuickCaption, Inc. through June 30, 2025, and increase the contract by an amount not to exceed \$10,500 for the 2024-2025 fiscal year

Recommendation:

That the Board adopt attached Resolution 24-15 authorizing the Executive Director to modify the payment terms of the contract with QuickCaption, Inc. for real-time remote closed captioning of all televised Board meetings and informational webinars for the 2024-2025 fiscal year (FY).

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 remote closed 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 remote closed captioning services, QuickCaption, Inc. was selected to caption Berkeley City Council and Zoning Adjustments Board meetings. City staff who worked closely with QuickCaption provided very positive feedback on this vendor’s staff and the quality of their captioning. In June of 2016, the Board approved a one-year contract with QuickCaption, Inc. in the amount \$7,000. The Board has subsequently authorized the amendment of that contract and additional funds when needed. The Executive Director has extended the current contract term through June of 2024.

Recommendation to modify contract with QuickCaption Inc.

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QuickCaption's hourly rate for real-time remote closed captioning recently increased from \$143 to \$150 per hour. Therefore, the current contract should be amended to reflect the new hourly rate. QuickCaption has continued to provide excellent captioning services to the Board and Board staff have appreciated their timely, effective communication with us and Berkeley Community Media to ensure accuracy and transparency. We therefore recommend that the Board adopt Resolution 24-15 authorizing the modification of the payment terms of this contract through the end of FY 2025.

Financial Impact:

There are sufficient funds in the FY 2024-25 budget to cover the anticipated expenditures under this contract.

Name and Telephone Number of Contact Person:

DéSeana Williams, Executive Director (510) 981-7368

Attachments:

1. QuickCaption contract proposal for FY 2024-25

RESOLUTION 24-15

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS AND INFORMATIONAL WEBINARS THROUGH JUNE 30, 2025

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 remote closed captioning services; and

WHEREAS, in June of 2016, the Board authorized the Executive Director to negotiate a contract for services with QuickCaption, Inc. in the amount of \$7,000 for the 2016-2017 fiscal year (FY); and

WHEREAS, the Board subsequently authorized the Executive Director to extend the contract with QuickCaption, Inc. and increase the contract amount on May 7, 2018, by Resolution 18-04; and on November 21, 2019, by Resolution 19-24; and on June 17, 2021, by Resolution 21-18; and on June 16, 2022, by Resolution 22-18; and on October 23, 2023, by Resolution 23-27; and

WHEREAS, Board staff remain very pleased with the captioning provided by QuickCaption, Inc., and recommend that the Board continue to retain their services; and

WHEREAS, there is a need to amend the current contract to reflect QuickCaption, Inc.'s new hourly rate for FY 2025; and

WHEREAS, sufficient funds are available in the FY 2024-2025 budget to cover the anticipated captioning costs for the Board's FY 2025 televised meetings.

RESOLUTION 24-15

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS AND INFORMATIONAL WEBINARS THROUGH JUNE 30, 2025
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NOW, THEREFORE, BE IT RESOLVED that the Berkeley Rent Stabilization Board authorizes the Executive Director to modify the contract with QuickCaption, Inc., by extending the contract term through June 30, 2025, and increasing the contract by an amount not to exceed \$10,500 for FY 2025. The total amount payable under this contract shall not exceed \$59,500 for FY 2025.

Dated: June 20, 2024

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: _____
DéSeana Williams, Executive Director



3457 Arlington Avenue, Ste. 104
Riverside, California 92506
951-779-0787
www.QuickCaption.com

June 12, 2024

Aimee Mueller, Associate Management Analyst
City of Berkeley
Rent Stabilization Board
2000 Center Street, Suite 400
Berkeley, CA 94704

Re: Proposal for Fiscal Year 2024-2025

Aimee,

Following is our proposal for fees and terms for the FY July 1, 2024 through June 30, 2025:

- \$150.00 per hour (all-inclusive with unedited transcript)
- Active assignments are invoiced with a two-hour minimum; Invoiced in 30-minute increments thereafter
- Scheduled assignment encoder connections initiated 15 minutes prior to an event, no additional charge
- Scheduled assignment encoder connections in excess of 15 minutes to be invoiced
- 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
- Addition of a meeting with more than 48 business hours' notice - no additional charge
- Addition of a meeting with 48 business hours or less notice - surcharge 20%
- 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!

A handwritten signature in black ink that reads "Antha A. Ward".

Antha A. Ward
President
AAW/jp