



Rent Stabilization Board

DATE: June 16, 2022

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: DéSeana Williams, Executive Director

SUBJECT: Recommendation to adopt Resolution 22-18 authorizing the Executive Director to modify the contract with QuickCaption, Inc. for remote closed captioning of all televised Board meetings and informational webinars by an amount not to exceed \$8,000 for fiscal year (FY) 2022-2023

Recommendation:

That the Board adopt Resolution 22-18 authorizing the Executive Director to modify the contract with QuickCaption, Inc. for closed captioning of all televised Board meetings and informational webinars by extending the term through June 30, 2023, and increasing the contract by an amount not to exceed \$8,000 for FY 2022-2023.

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

Recommendation to modify contract with QuickCaption Inc.

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work as well as the willingness of QuickCaption's staff to work collaboratively with Rent Board and Berkeley Community Media's (BCM) staff and recommend that the current contract be extended through the end of FY 2022.

QuickCaption currently charges an hourly rate of \$135.00 for real-time remote closed captioning services of all televised Rent Board meetings broadcast by BCM, as well as informational webinars conducted by Rent Board staff. 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 FY 2022-2023 budget to cover this contract amount.

Name and Telephone Number of Contact Person:

DéSeana Williams, Executive Director (510) 981-7368

Attachments:

1. QuickCaption contract proposal for FY2022-23
2. Resolution 22-18



4927 Arlington Avenue
Riverside, California 92504
951-779-0787
951-779-0980 (Fax)
www.QuickCaption.com

May 4, 2022

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

Re: Proposal for Fiscal Year 2022-2023

Aimee,

Following is our proposal for fees and terms for the FY July 1, 2022 through June 30, 2023:

- \$135.00 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

RESOLUTION 22-18

AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS AND INFORMATIONAL WEBINARS FOR FISCAL YEAR 2023 BY INCREASING THE CONTRACT BY AN ADDITIONAL AMOUNT NOT TO EXCEED \$8,000

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 contract 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 authorized the Executive Director to increase the contract amount on October 21, 2021, through Resolution 20-30, by an additional amount of \$10,000; 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

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 \$8,000. The total amount payable under this contract shall not exceed \$49,000.

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Dated: June 16, 2022

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