

CAMBRIDGE PUBLIC SCHOOLS

18-365



159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

December 18, 2018

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Written Translation Services

RECOMMENDATION: That the School Committee award a contract to the following vendor for translation services; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Cross Cultural Communication Systems 227 Garfield Ave, Suite B Woburn, MA 01876	1/1/19 – 12/31/19	\$50,000.00


DESCRIPTION: This contract is for written translations services for all schools and departments. Cross Cultural Communication Systems was the lowest bidder.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..."motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	53808	Translation Services
FUND:	15000	General Fund
ORG:	8XXXXX	Various Schools/Departments
PROJ:		

Respectfully Submitted,


Kenneth N. Salim, Ed.D.
Superintendent of Schools

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SUPPLEMENTAL INFORMATION: Cross-Cultural Communication Systems, Inc.

Purpose: Translation Services

Amount of Contract: \$50,000

Description/Scope of Services:

Based on feedback from schools and departments, CPS is seeking to streamline and standardize the provision of language translation and interpretation services. These expenses are expected to increase over time, as schools become more adept at accessing language supports in a more consistent manner.

This contract will supplement other translation services already under contract:

<p>\$50,000</p> <p>(THIS CONTRACT)</p>	<p>Cross Cultural Communications Systems (Written translations)</p>	<p>Cross Cultural Communications Systems Staff provide written translation of district and school-based communications, when in-house translation is not available (longer documents, lower-incidence languages, or time sensitive)</p>
<p>\$20,000</p>	<p>Cross Cultural Communications Systems (In-person interpretation)</p>	<p>Cross Cultural Communications Systems Staff provide in-person interpretation needs for large events and sensitive meetings where needs cannot be met through in-house interpreters (Haitian Creole and Spanish) or language support from the Community Engagement Team (Haitian Creole, Spanish, Bengali, Arabic, Amharic)</p>
<p>\$20,000</p>	<p>Cross Cultural Communications Systems (Telephone or video conference call interpretation)</p>	<p>Cross Cultural Communications Systems Staff provide phone or video interpretation to be used in smaller conferences and meetings, and for unscheduled interactions with families. The Student Registration Center uses a different service at this time; this contract will cover school-based settings</p>
<p>\$180,000</p>	<p>Bay State Interpreters (Written and interpretation services)</p>	<p>Bay State Interpreter Staff provide translation and interpretation services for students and families for the Office of Student Services</p>
<p>\$20,000</p>	<p>The City of Cambridge Community Engagement Team (CET)</p>	<p>The CET staff attend school and district meetings to provide translation services and contact parents on our behalf</p>