UNIVERSITY CONTRACT AWARD

DATE ISSUED: April 1, 2023

COMMODITY: **Professional Services for the Deaf and Hard of Hearing**
CONTRACT#:   UC-23-KA100722C
FOR: University of Connecticut and the UConn Health

Payment Terms: See below

TERMS OF CONTRACT:

A.   The University of Connecticut or using agency will issue either an individual purchase order or a blanket purchase order for services.

B.   The term of this contract shall be from April 1, 2023 to June 30, 2026 with options to renew for five (5) additional one (1) year terms.

1st Extension	7/1/2026 to 6/30/2027
2nd Extension	7/1/2027 to 6/30/2028
3rd Extension	7/1/2028 to 6/30/2029
4th Extension	7/1/2029 to 6/30/2030
5th Extension	7/1/2030 to 6/30/2031

Category Manager, Business Support Services:
Jessica LaPointe
Email: jessica.lapointe@uconn.edu

Vendor and Fee Information:

1) **Karen Lynn Skow D.B.A. Access Resource LLC**
   70351 North Long Lake Drive
   Saint James Minnesota, 56081
   Phone: (507) 327-1080
   E-mail: services@access-resource.com
   Payment Terms: Net 45 Days

Description of service   **Price**
Access Resource, LLC provides Communication Access Realtime Translation (CART) services, a word-for-word speech-to-text service for people with a hearing loss, vision loss, cognitive issues, or for those who would otherwise benefit from this accommodation.

Remote CART Captioning (classroom, meetings, events)

- Monday through Friday between the hours of 8am-5pm ET $120/hour
- Monday through Friday including hours outside of 8am-5pm ET or on Saturday or Sunday
$130/hour

* Hourly rate includes up to one hour of prep time per class or event - no extra charge
$0

* Lightly Edited Realtime File can be sent upon completion of class/event - no extra charge
$0

* One-hour minimum required, then billing in 15-minute intervals after the first hour
* If additional prep time is required, appropriate notice will be given and billed at scheduled rate

Remote Stadium Captioning
- Monday through Friday between the hours of 8am-5pm ET $120/hour
- Monday through Friday including hours outside of 8am-5pm ET or on Saturday or Sunday
$130/hour

* Hourly rate includes up to one hour of prep time per event - no extra charge
$0

* Varying between sports, events will be scheduled with block of hours expected per game and billed in 15-minute intervals if event goes longer than blocked time
* If additional prep time is required, appropriate notice will be given and billed at scheduled rate

Remote C-Print Captionist (classroom, meetings, events)
- Monday through Friday between the hours of 8am-5pm ET $90/hour
- Monday through Friday including hours outside of 8am-5pm ET or on Saturday or Sunday
$100/hour

* Hourly rate includes up to one hour of prep time per class or event - no extra charge
$0

* Lightly Edited Realtime File can be sent upon completion of class/event - no extra charge
$0

* One-hour minimum required, then billing in 15-minute intervals after the first hour
* If additional prep time is required, appropriate notice will be given and billed at scheduled rate

Remote Spanish CART Captioning (classroom, meetings, events)
- Monday through Friday between the hours of 8am-5pm ET $160/hour
- Monday through Friday including hours outside of 8am-5pm ET or on Saturday or Sunday
$170/hour

* Hourly rate includes up to one hour of prep time per class or event - no extra charge
$0

* Lightly Edited Realtime File can be sent upon completion of class/event - no extra charge
$0

* One-hour minimum required, then billing in 15-minute intervals after the first hour
* If additional prep time is required, appropriate notice will be given and billed at scheduled rate
* Depending on the type of captioning or interpreting requested, a separate quote may be required

Remote Spanish-to-English or English-to-Spanish Interpreting + CART Captioning (classroom, meetings, events)

- Monday through Friday between the hours of 8am-5pm ET $175/hour
- Monday through Friday including hours outside of 8am-5pm ET or on Saturday or Sunday
                                                                          $185/hour

* Lightly Edited Realtime File can be sent upon completion of class/event - no extra charge
                                                                          $0
* One-hour minimum required, then billing in 15-minute intervals after the first hour
* Because of the increased difficulty, 15 minutes prep time per hour will be billed at associated hourly rate
* Depending on the type of captioning or interpreting requested, a separate quote may be required

Transcript Support - (Viewing video as if live and providing a lightly edited real-time transcript)
- Monday through Sunday $65/half-hour
* Half-hour minimum required, then billing in 15-minute intervals after the first half-hour

Special Projects or Events
    * A detailed quote will be provided in situations that fall under special projects or events as
      rates may vary and unique services may be required.
    * Onsite Captioning can be provided, but detailed quote will be provided as rates can vary

CANCELLATION POLICY:
For individual classes, meetings or events missed: 24-hour notice or less – full rate is charged.
For cancellation of part or entire quarter or semester: If we schedule coverage for a complete quarter or semester and the class is removed from our schedule for any reason, billing will still occur for whatever classes were scheduled for the two-week period following the cancellation, but the rest of the quarter or semester will not be billed.

Additional Charges:

Remote Streaming Services Fee $10/hour
    * Only billed when a streaming service is used that has a charge connected with it

Highly Technical Classes or Events (such as graduate-level classes, for example)
                                                                          $10/hour
    * Access Resource, LLC will notify client for approval, when necessary

Set-up and Management of Zoom Account and Link for Audio Purposes
                                                                          $30/month
    * Access Resource, LLC will provide and manage Zoom account and provide all links.