

CAMBRIDGE PUBLIC SCHOOLS

24-271



135 Berkshire Street, Cambridge, Massachusetts 02141

November 19, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Translation Services

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Keylingo Translations 99 Derby Street, Suite 200 Hingham, MA 02043	12/1/24-8/31/25	\$65,000.00

DESCRIPTION: This contract is to provide translation and transcription services to CPS schools and families.

ADDITIONAL INFORMATION:


See attached supplemental for additional information.

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

BUDGET REFERENCE:

Fund		Account		Dept.	
15000	General Fund	53808	Interpreters/ Translations	852375	Management & Supervision, Special Ed

Respectfully Submitted,


David Murphy
Interim Superintendent of Schools

SUPPLEMENTAL INFORMATION: Keylingo Translations

Purpose: To provide translation and transcription services

Amount of Contract: \$65,000.00

Description/Scope of Services:

Keylingo Translations provides better communication and understanding between schools and families and helps students achieve academic success through language access. Keylingo specializes in translating Individual Educational Plans (IEP's). Keylingo is to provide one monthly invoice for all services rendered during each month. Keylingo is to provide confirmations of all interpreter requests made. All invoices are to be submitted to OSS in a timely manner.