



Office of the District Attorney  
County of Westchester

MEMORANDUM

44124

12/19/14

TO: HONORABLE MEMBERS  
BOARD OF ACQUISITION AND CONTRACT

FROM: JANET DiFIORE  
DISTRICT ATTORNEY

RE: **RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO ENTER INTO AN AGREEMENT WITH PRECISE TRANSLATIONS, L.L.C. FOR THE PROVISION OF PROFESSIONAL INTERPRETATION AND TRANSLATION SERVICES FOR THE WESTCHESTER COUNTY DISTRICT ATTORNEY'S OFFICE FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2015 IN AN AMOUNT NOT-TO-EXCEED \$52,000, PURSUANT TO AN APPROVED RATE SCHEDULE.**

Authority is sought for the County of Westchester to enter into an agreement with Precise Translations, L.L.C. ("Precise") for the provision of professional interpretation and translation services for the Westchester County District Attorney's Office for the period January 1, 2015 through December 31, 2015 in an amount not-to-exceed \$52,000, pursuant to an approved rate schedule.

This contract will serve a public purpose by providing the District Attorney's Office with the necessary professional translation and interpretation services it requires for grand jury proceedings, witness interviews, and court proceedings, in order to most effectively prosecute cases.

The goals and objectives of this contract are to provide translation and interpretation services for the District Attorney's Office. The goals and objectives are in the best interests of the County in terms of public welfare because such services are necessary to effectively prosecute cases and to ensure that all persons receive due process of law. The goals and objectives will be tracked and monitored by the DA's Office.

The County has complied with the Westchester County Procurement Policy. In accordance with section 5(b) of the Policy, on or about November 3rd, 2014, the District Attorney's Office issued a formal request for quotations ("RFQ") for translation services for calendar year 2015. Copies of the RFQ were sent to the following two (2) firms which customarily provide foreign language translation services: Straker Translations Inc.

and Precise Translations Inc. In addition, the District Attorney's Office posted the RFQ on the County's website. A total of six (6) firms responded to the RFQ. These firms were: Geneva Worldwide, Eagle Language Services, Language Line Solutions, BM Consulting of NY LLC, All World Language Consultants Inc, and Precise Translation Services.

Following a careful review of all respondents with reference to their qualifications, experience and price quotations, Precise Translation Services was selected because, although they did not submit the lowest price quotation (they were the second lowest), The District Attorney's Office has had an excellent working relationship with them and they have a strong level of confidence in the quality of their work. Notably, there has never been a time when a translator did not show up and that is critical. In addition, in the rare instance when there has been a problem with the quality of the interpretation, Precise was able to provide another interpreter within less than ½ an hour. Moreover, Precise has contracts with numerous local courts in the County and, as a result, has long-standing professional relationships with the various judges. In contrast, the company that submitted the lowest price quotation, All World Language Consultants, is a very large international company that does not appear to have a presence in the New York metropolitan area. With their headquarters located in the Washington D.C. area, it would be difficult to forge an effective working relationship over the phone or internet. In addition, while All World Language Consultants provided a very detailed response to our RFQ, including the company's policy of remediation and, when needed, termination of problematic translators/transcribers, there was nothing in their proposal that addressed how they would respond to an immediate problem, such as an interpreter not showing up or an interpreter whose poor quality of translation causes an interruption of a trial.

Based on the quality of service we have received in the past from Precise, our prior negative experience when a vendor was chosen solely based on price, and our concerns about dealing with a very a large company that is located so far away, we have decided to award this contract to Precise.

Accordingly, your favorable action on the annexed Resolution is most respectfully requested.

JD/PAK/jpg

**RESOLUTION**

Upon a communication from Janet DiFiore, District Attorney, be it hereby,

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with Precise Translations, L.L.C. for the provision of professional translation and interpretation services for the Westchester County District Attorney's Office for the period January 1, 2015 through December 31, 2015 in an amount not to exceed \$52,000, pursuant to an approved rate schedule; and it is further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the District Attorney or her duly authorized designee be and hereby is authorized and empowered to execute this agreement for the County of Westchester.

Fund	Dept	Unit	Object	Trust Account	Dollars
101	37	0010	4906		\$52,000

Budget Funding Year(s) 2015 Start Date 1/01/2015 End Date 12/31/2015  
(must match resolution)

Funding Source Tax Dollars \$52,000.00

State Aid \_\_\_\_\_

\$52,000 Federal Aid \_\_\_\_\_

(must match resolution) Other \_\_\_\_\_