



Office of the District Attorney
County of Westchester

MEMORANDUM

60035

1/4/18

TO: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACT

FROM: ANTHONY A. SCARPINO JR.
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 FROM JANUARY 1, 2018 THROUGH DECEMBER 31, 2018 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 from January 1, 2018 through December 31, 2018 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 October 18th, 2017, the District Attorney's Office issued a formal request for quotations ("RFQ") for translation services for calendar year 2018. The RFQ was posted on the County's website. In addition, copies of the RFQ were mailed to three (3) vendors which customarily provide foreign language translation services. These vendors included: Language Today, Mahwah, N.J., Language Bank, Inc., New York, N.Y., and Precise, White Plains, N.Y. Despite these efforts, Precise was the only agency to submit a price quotation. Although being

the sole respondent, Precise was selected because, among other things, the District Attorney's Office has had an excellent working relationship with Precise in the past and thus has a strong level of confidence in the quality of their work. Moreover, they offer competitive rates.

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

AAS/PAD/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/25/2018 - LISA MARIJA SECRETARY

RESOLUTION

Upon a communication from Anthony A. Scarpino Jr., 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 from January 1, 2018 through December 31, 2018 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 his 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) 2018 Start Date 1/01/2018 End Date 12/31/2018
 (must match resolution)

Funding Source Tax Dollars \$52,000.00

State Aid _____

\$52,000 Federal Aid _____

(must match resolution) Other _____