



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

60628

**DATE:** January 3, 2018

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Kevin M. McGuire, Commissioner  
Department of Social Services

**SUBJECT:** Resolution to exempt from the Westchester County Procurement Policy an Agreement with Contreras Translation & Interpretation Services, Inc. for the provision of translation and interpretation services in situations where the Department of Social Services (DSS) is providing psychological testing and evaluations, psychiatric evaluations, sibling consults, fire setting evaluations, safety assessments, court ordered psychotherapy, functional capacity assessments to uninsured or under insured parents and children as well as vulnerable adults who are non-English speaking or limited English speaking customers upon referral from the Department's Child Protective Services, Preventive Services, Foster Care Services as well as Protective Services for Adults Programs pursuant to Section 3(a) xxi thereof

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Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures an agreement with Contreras Translation & Interpretation Services, Inc. ("Contreras") for the provision of translation and interpretation services in situations where the County of Westchester, acting by and through its Department of Social Services ("DSS") is providing psychological testing and evaluations, psychiatric evaluations, sibling consults, fire setting evaluations, safety assessments, court ordered psychotherapy, functional capacity assessments to uninsured or under insured parents and children as well as vulnerable adults who are non-English speaking or limited English speaking customers upon referral from the Department's Child Protective Services, Preventive Services, Foster Care Services as well as Protective Services for Adults Programs pursuant to Section 3(a) xxi thereof for the term commencing January 1, 2018 and ending December 31, 2018.

The Department of Social Services is tasked with providing services that will minimize or eliminate any language barrier between DSS and its customers. On-site foreign language interpretation services will be an on-demand, easy to use, cost-effective source of language interpretation services for DSS personnel and its agents to use when providing for the

administration and direct service delivery of critical human needs and social services. DSS has contracted with this organization for the past three years for the provision of the above-mentioned services.

Contreras is able to provide trained and qualified linguists for on-site simultaneous language interpretation. Based on the expertise, experience and familiarity with languages, the linguists have a proven ability to interpret terminology related to but not limited to the legal, medical, psychological/psychiatric, mental, and health and human social services fields. Contreras has provided responsible and satisfactory services during the previous contract term for a price that was very reasonable and competitive. They also have the ability to provide more languages than the other agencies we contacted. Therefore, it is proposed that the best interests of the County would be served by entering into this agreement with Contreras for its continued assistance with the translation and interpretation services. This recommendation is made pursuant to Section 3(a) xxi of the Westchester County Procurement Policy.

Pursuant to Section 3(a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the Policy would not be in the best interests of the County. A separate resolution has been submitted requesting authority to enter into this agreement.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board's consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
CONTRACT 0123456789  
SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

**RESOLVED**, that pursuant to Section 3(a) xxi of the Westchester County Procurement Policy, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient and accordingly not in the best interests of the County of Westchester in connection with the procurement of an agreement with Contreras Translation & Interpretation, Inc. for the provision of translation and interpretation services in situations where the County's Department of Social Services provides psychological testing and evaluations, psychiatric evaluations, sibling consults, fire setting evaluations, safety assessments, court ordered psychotherapy, functional capacity assessments to uninsured or under insured parents and children as well as vulnerable adults who are non-English speaking or limited English speaking upon referral from the Department's Child Protective Services, Preventive Services, Foster Care Services as well as Protective Services for Adults Programs for the term commencing January 1, 2018 and ending December 31, 2018.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
L. SMIRIJAJ, SECRETARY