



Office of the District Attorney  
County of Westchester

MEMORANDUM

66486

December 6, 2018

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, 2019 THROUGH DECEMBER 31, 2019 IN AN AMOUNT NOT-TO-EXCEED \$52,000, PAYABLE PURSUANT TO AN APPROVED RATE SCHEDULE.**

Authority is sought for the County of Westchester ("County") 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, 2019 through December 31, 2019 in an amount not-to-exceed \$52,000, payable 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 District Attorney's Office.

The County has complied with the Westchester County Procurement Policy ("Policy"). In accordance with section 5(b) of the Policy, on or about October 24th, 2018, the District Attorney's Office issued a formal request for quotations ("RFQ") for translation services for calendar year 2019. The RFQ was posted on the County's website as well as on District Attorney's website.

A total of four (4) firms responded to the RFQ. These firms were: Transperfect, Language Translation Services, Interpreters Unlimited Inc., and Precise.

Following a careful review of all respondents with reference to their qualifications, experience and price quotations, Precise, which submitted the lowest price quote, was selected. Precise was selected not just because they submitted the lowest price quote, but also because they are a local WBE company who has offices in White Plains and who has always been readily available to the County on a moment's notice. 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.

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

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APPROVED BOARD OF ACQUISITION & CONTRACT - 01/03/2019 - LISA M. MAJORS, SECRETARY

**RESOLUTION**

Upon a communication from Anthony A. Scarpino Jr., District Attorney, be it hereby,

**RESOLVED**, that the County of Westchester (“County”) 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, 2019 through December 31, 2019 in an amount not to exceed \$52,000, payable pursuant to an approved rate schedule (“Agreement”); 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

8 Budget Funding Year(s) 2019 Start Date 1/01/2019 End Date 12/31/2019  
(must match resolution)

Funding Source Tax Dollars \$52,000.00

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

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

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