



Office of the District Attorney  
County of Westchester

MEMORANDUM

23911

HONORABLE MEMBERS  
BOARD OF ACQUISITION AND CONTRACT

12/22/11

JANET DiFIORE  
DISTRICT ATTORNEY

**RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO ENTER INTO AN AGREEMENT WITH PRECISE TRANSLATIONS, L.L.C. IN THE AMOUNT OF \$52,000 FOR THE PROVISION OF PROFESSIONAL INTERPRETATION AND TRANSLATION SERVICES FOR THE WESTCHESTER COUNTY DISTRICT ATTORNEY'S OFFICE FOR THE PERIOD JANUARY 1, 2012 THROUGH DECEMBER 31, 2012, PURSUANT TO AN APPROVED BUDGET.**

Authority is sought for the County of Westchester to enter into an agreement with Precise Translations, L.L.C. ("Precise") in the amount of \$52,000 for the provision of professional interpretation and translation services for the Westchester County District Attorney's Office for the period January 1, 2012 through December 31, 2012, pursuant to an approved budget.

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 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. On or about November 15<sup>th</sup>, 2011, the District Attorney's Office issued a formal request for quotations ("RFQ") for translation services for calendar year 2012. The RFQ was sent to three (3) firms which customarily provide such services. These firms include: Language Bank, Inc., Berlitz Translation Services, and Precise. Only Precise and Language Bank, Inc. submitted price quotations in response to the RFQ, with Precise submitting the lowest overall price quote. It should be noted that Precise has performed translation

services for the District Attorney's Office for a number of years now and the office is quite satisfied with its services.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/12/2012 - JOMARY VIEIRA, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that authority is granted to the County of Westchester 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 in an amount not to exceed \$52,000 for the period January 1, 2012 through December 31, 2012 pursuant to an approved budget; 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) 2012 Start Date 1/01/2012 End Date 12/31/2012  
(must match resolution)

Funding Source Tax Dollars \$52,000.00

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

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

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