

30527

DATE: November 20, 2012

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1294) WITH LANGUAGE LINE SERVICES, INC. FOR ON-DEMAND FOREIGN LANGUAGE INTERPRETATION SERVICES FOR A TERM COMMENCING NOVEMBER 10, 2012 AND TERMINATING OCTOBER 24, 2017, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$144,000

BACKGROUND:

- With your Honorable Board's approval, the County has been using Language Line Services, Inc. ("Language Line") for a dial up telephone service offering on-demand foreign language interpreter services. These services are used by several County Departments and E911 Public Safety Answering Points (PSAPs). (E911 PSAP operating expenses are reimbursed through 911 surcharge funds administered by the County).
- By resolutions approved on February 23, 2012 and October 4, 2012, this Honorable Board granted authority to enter an agreement (IT-1229) for these services from Language Line, for a term commencing February 29, 2012 and terminating on November 9, 2012 with a total not to exceed contract cap of \$25,175.
- Services provided by Language Line have been excellent during the terms of the previous agreement and remain useful to departments and PSAPs utilizing their services. In addition, Language Line services are now covered by New York State contract PS65923 at a reduced rate of \$.75 per minute.
- Foreign language interpreter services serve a public purpose because such service promotes the public health, safety and general welfare of County residents by enhancing our ability to communicate with residents that have limited English language capabilities.
- The primary goal and objective for the requested service is to provide interpreter services to residents with limited English language skills. This service is in the best interest of the County because residents' safety and health will be considered by providing a mechanism whereby staff can answer questions and respond to emergencies. Fiscal responsibility is shown by a reduction in price for this service of approximately eighteen percent for five years going forward. Interpreter services will be tracked and monitored by DoIT staff in conjunction with the department or PSAP utilizing the service.
- The agreement requested on the attached resolution is exempt from the Westchester

County Procurement Policy and Procedures pursuant to Section 3(a)i of the Westchester County Procurement Policy as this is a procurement from a State contract pursuant to Section 104 of the General Municipal Law.

- Therefore, we now come before your Honorable Board requesting approval to enter into an agreement with Language Line for on-demand foreign language interpreter services commencing November 10, 2012 and terminating October 24, 2017 for a not to exceed amount of \$144,000.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1294) with Language Line Services, Inc., having an office and place of business at One Lower Ragsdale Drive, Monterey, California 93940, for a dial up telephone service offering on-demand foreign language interpreter services, for a period commencing November 10, 2012 and terminating October 24, 2017, for a total not to exceed contract amount of \$144,000 over the term of the agreement, subject to future appropriations, payable monthly at the rate of \$.75 per minute, based on usage and paid by the department utilizing the service.

A resolution authorizing the above agreement is submitted herewith for your approval.

APPROVED BOARD OF ACQUISITION & CONTRACTS
DOMARY VIEIRA, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER,
DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1294) with Language Line Services, Inc. having an office and place of business at One Lower Ragsdale Drive, Monterey, California 93940, for a dial up telephone service offering on-demand foreign language interpreter services, for a period commencing November 10, 2012 and terminating October 24, 2017, for a total not to exceed contract amount of \$144,000 over the term of the agreement, subject to future appropriations, payable monthly at the rate of \$.75 per minute, based on usage and paid by the department utilizing the service; and be it further

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

RESOLVED, 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 County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

RESOLUTION

Agreement No. **IT-1294**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2012	101	16	2000	4160		\$1,000
2012	101	22	4000	4420		\$1,800
2012	101	25	0200	4420		\$200
2012	101	27	0010	4380		\$1,400
2012	101	39	1000	4380		\$ 400

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2013	101	16	2000	4160		\$6,000
2013	101	22	4000	4420		\$10,800
2013	101	25	0200	4420		\$1,200
2013	101	27	0010	4380		\$8,400
2013	101	39	1000	4380		\$ 2,400

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2014	101	16	2000	4160		\$6,000
2014	101	22	4000	4420		\$10,800
2014	101	25	0200	4420		\$1,200
2014	101	27	0010	4380		\$8,400
2014	101	39	1000	4380		\$ 2,400

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2015	101	16	2000	4160		\$6,000
2015	101	22	4000	4420		\$10,800
2015	101	25	0200	4420		\$1,200
2015	101	27	0010	4380		\$8,400
2015	101	39	1000	4380		\$ 2,400

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2016	101	16	2000	4160		\$6,000
2016	101	22	4000	4420		\$10,800
2016	101	25	0200	4420		\$1,200
2016	101	27	0010	4380		\$8,400
2016	101	39	1000	4380		\$ 2,400

APPROVED BOARD OF ACQUISITIONS COMPTROLLER 12/13/2012 JOSE MARY VEIRA, SECRETARY

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2017	101	16	2000	4160		\$5,000
2017	101	22	4000	4420		\$9,000
2017	101	25	0200	4420		\$1,000
2017	101	27	0010	4380		\$7,000
2017	101	39	1000	4380		\$ 2,000

Budget Funding Year(s): 2012-2017 Start Date: November 10, 2012 End Date: October 24, 2017
(must match resolution)

Funding Source	Tax Dollars	<u>\$114,000</u>
	State Aid	<u> </u>
	Federal Aid	<u> </u>
<u>\$144,000</u>	Other	<u>\$30,000 E-911 Surcharge</u>

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/23/2012 - JOMARY VIEIRA, SECRETARY