



Office of the District Attorney
County of Westchester

MEMORANDUM

50409

1/11/16

TO: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACT

FROM: JANET DiFIORE
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, 2016 THROUGH DECEMBER 31, 2016 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, 2016 through December 31, 2016 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 November 9th, 2015, the District Attorney's Office issued a formal request for quotations ("RFQ") for translation services for calendar year 2016. Copies of the RFQ were mailed to ten (10) vendors which customarily provide foreign language translation services. In addition, the District Attorney's Office posted the RFQ on the County's website for RFPs. A total of seven (7) firms responded to the

RFQ. These firms were: Legal Language Services, Language Today, Birnbaum Interpreting Services, Carol McBride, Sign Language Resources, All World Language Consultants, Inc., and Precise.

Following a careful review of all respondents with reference to their qualifications, experience and price quotations, Precise Translation Services was selected because, although they did not submit the lowest price quotation, they were deemed to have submitted the most advantageous offer overall based upon their qualifications and experience.

Of the seven firms that responded to the RFP, one provided no information as to her qualifications and experience except that she was an MWBE. Another firm offered only sign-language services. Some of the other respondents, such as All World Language Consultants, and Birnbaum Interpreting Services are located out-of-state which would make it much more difficult to forge an effective working relationship and could result in less efficient and reliable service.

Precise was selected because, among other things, it is a local company with offices located in White Plains, N.Y. and is thus readily available to provide translation services on a moment's notice. Moreover, as a local company, Precise has contracts with numerous local courts in the County. This is a significant advantage as the translators are already "up to speed" in terms of their familiarity with local court practices and procedures. Lastly and perhaps most importantly, the District Attorney's Office has had an excellent working relationship with Precise and thus has a strong level of confidence in the quality of their work. Based on the quality of service received from Precise in the past, prior negative experience when a vendor was chosen solely based on price, and concerns about dealing with companies that are located far away, it was decided to award this contract to Precise.

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

JD/PAK/jpg

RESOLUTION

Upon a communication from Janet DiFiore, 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, 2016 through December 31, 2016 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 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		\$52,000.00

Budget Funding Year(s) 2016 Start Date 1/01/2016 End Date 12/31/2016

(must match resolution)

Funding Source Tax Dollars \$52,000.00

State Aid _____

\$52,000.00 Federal Aid _____

(must match resolution) Other _____