

52882

October 4, 2016

TO: Board of Acquisition and Contract

FROM: George N. Longworth, Commissioner-Sheriff
Department of Public Safety

RE: **Authority to enter into an agreement with Legal Language Services LLC (“LLS”) pursuant to which LLS will provide various translation services for the Westchester County Department of Public Safety (“DPS”) for a term commencing on October 1, 2016 and continuing through September 30, 2018 in an amount not to exceed \$30,000.**

Authority is sought for the County of Westchester, acting by and through its DPS, to enter into an agreement with LLS pursuant to which LLS will provide various translation services. Under the terms of the proposed contract, LLS will translate material related to a homicide investigation from Spanish into English for a term commencing on October 1, 2016 and terminating September 30, 2018. In consideration for services to be rendered, LLS shall be paid at the rate of twelve (\$.12) cents per word, and the total amount to be paid under the Agreement shall not exceed Thirty Thousand (\$30,000) Dollars.

The provisions of the Westchester County Procurement Policy Section 5 were followed and DPS received written proposals from three (3) qualified vendors. The following bids were received:

Legal Language Services	\$0.12 per word
Precise Translations	\$0.18 per word
DML Translations	\$0.23 per word

Since LLS was the lowest bidder, they have been selected to perform this contract.

The public purpose of this agreement is to provide foreign language interpreters to be utilized for an upcoming court proceeding in which the investigating officers from the Department will be testifying.

The goals and objectives of this agreement are to provide the most accurately translated information that will be used in court proceedings.

The goals and objectives of this program will be tracked and monitored by DPS by monitoring the usage of said resource.

Accordingly, an appropriate resolution is herewith attached for your Honorable Board's consideration.

GNL/JJH/BH/cs

RESOLUTION

Upon a communication from Commissioner-Sheriff, Department of Public Safety, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Public Safety Services, is hereby authorized to enter into an agreement with Legal Language Services LLC pursuant to which Legal Language Services LLC will provide various translation services for the Department of Public Safety (“DPS”) for a term commencing on October 1, 2016 and continuing through September 30, 2018 (the “Agreement”); and be it further

RESOLVED, that in consideration for services to be rendered, the County shall pay Legal Language Services LLC an amount not to exceed Thirty Thousand (\$30,000) Dollars payable at the rate of twelve (\$.12) cents per word, for the term of this Agreement; and be it 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 County Executive, or his authorized designee, be, and hereby is, authorized to enter into and execute this agreement for the County of Westchester.

Account to be Charged	Fund	Dept.	Major Program, Program & Phase or Unit	Object/ Sub Object	Dollars
2016	101	38	2000	4380	\$ 15,000.00
2017	101	38	2000	4380	\$ 10,000.00
2018	101	38	2000	4380	\$ 5,000.00

Budget Funding Years 2016-2018
(must match resolution)

Start Date 10/01/2016

End Date 09/30/2018

Funding Source
\$30,000
(must match resolution)

Tax Dollars \$30,000
State Aid _____
Federal Aid _____
Other _____