



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

82025

**DATE:** January 19, 2021

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Kevin M. McGuire, Commissioner  
Department of Social Services

**SUBJECT: Resolution to exempt pursuant to Section 3(a)xxi of the Westchester County Procurement Policy and Procedures the procurement an agreement with Contreras Translation & Interpretation Services, Inc. for the provision of translation and interpretation services in situations where the Department of Social Services (DSS) is providing psychological testing and evaluations for non-English speaking children and adults.**

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Authority is hereby requested from your Honorable Board to exempt from the application of the Westchester County Procurement Policy and Procedures (the "Policy") pursuant to Section 3(a)xxi thereof, the procurement of an agreement with Contreras Translation & Interpretation Services, Inc. ("Contreras") for the provision of translation and interpretation services in situations where DSS is providing psychological testing and evaluations, psychiatric evaluations, sibling consults, fire setting evaluations, safety assessments, court ordered psychotherapy, functional capacity assessments to uninsured or under insured parents and children as well as vulnerable adults who are non-English speaking or limited English speaking customers upon referral from the Department's Child Protective Services, Preventive Services, Foster Care Services as well as Protective Services for Adults Programs for the term commencing January 1, 2021 and ending December 31, 2021, at approved hourly rates.

The Department of Social Services is tasked with providing services that will minimize or eliminate any language barrier between DSS and its customers. On-site foreign language interpretation services will be an on-demand, easy to use, cost effective source of language interpretation services for DSS personnel and its agents to use when providing for the administration and direct service delivery of critical human needs and social services. The Westchester County Department of Social Services has contracted with Contreras for the past three years for the provision of the above mentioned services.

Ordinarily under Section 5(b) of the Policy, the County would be required to issue an RFQ to procure such services. However, Contreras is able to provide trained and qualified Linguists for on-site simultaneous language interpretation. Based on the expertise, experience and familiarity with languages the Linguists have a proven ability to interpret terminology related to but not limited to the legal, medical, psychological/psychiatric, mental, and health and human social services. Contreras has provided responsible and satisfactory services during the previous contract term for a price that was very reasonable and competitive. They also have the ability to provide more languages than the other agencies we contacted.

Pursuant to Section 3(a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the Policy would not be in the best interests of the County. For the reasons set forth above, it is determined that the best interest of the County would be served by exempting the proposed agreement with Contreras from the County Procurement Policy.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board's consideration.

APPROVED BOARD OF ACQUISITION & CONTRACTS 02/11/2021 - LISI M. J. SECRETARY

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

**RESOLVED**, that pursuant to Section 3(a) xxi of the Westchester County Procurement Policy, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting quotations, is neither cost effective nor expedient and accordingly not in the best interests of the County of Westchester in connection with the procurement of an agreement with Contreras Translation & Interpretation, Inc. for the provision of translation and interpretation services in situations where the Department of Social Services is providing psychological testing and evaluations for non-English speaking children and adults for the term commencing January 1, 2021 and ending December 31, 2021, payable at approved hourly rates.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
LISA MARIJAJ, SECRETARY