



**Office of the District Attorney
County of Westchester**

MEMORANDUM

On Base: 109555

DATE: July 9, 2024

TO: HONORABLE MEMBERS OF THE BOARD OF ACQUISITION AND CONTRACT

FROM: MIRIAM E. ROCAH
DISTRICT ATTORNEY

RE: AUTHORITY TO AMEND AN AN AGREEMENT WITH PRECISE TRANSLATIONS, LLC FOR THE PROVISION OF FOREIGN LANGUAGE INTERPRETATION AND TRANSLATION SERVICES FOR THE WESTCHESTER COUNTY DISTRICT ATTORNEY'S OFFICE, FOR THE PERIOD FROM JANUARY 1, 2024 THROUGH DECEMBER 31, 2024, BY INCREASING THE NOT-TO-EXCEED AMOUNT BY AN ADDITIONAL \$30,000.00.

By resolution approved on November 16, 2023, (the "November 16th Resolution), your Honorable Board authorized the County of Westchester (the "County"), acting by and through the Office of the Westchester County District Attorney (the "DA's Office") to enter into an agreement (the "Agreement") with Precise Translations, LLC ("Precise Translations"), pursuant to which Precise Translations would provide foreign language interpretation and translation services for the DA's Office (the "Services"), for the period from January 1, 2024 through December 31, 2024, for an amount not-to-exceed \$52,000.00, payable pursuant to an approved rate schedule. The Agreement was subsequently executed.

The DA's Office now desires to amend the Agreement in order to increase the dollar amount from \$52,000 to \$82,000. The additional funds are needed due to increased demand for interpreters for court proceedings and an increased demand for translated documents. Accordingly, authority is respectfully requested to amend the Agreement with Precise Translations in order to increase the not-to-exceed amount authorized thereunder by an additional \$30,000.00, from an amount not-to-exceed \$52,000.00, to a new amount not-to exceed \$82,000.00.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

In accordance with Section 5(b) of the Westchester County Procurement Policy and Procedures (the "Procurement Policy"), on or about September 18, 2023, the DA's Office issued a formal request for quotations (the "RFQ") for the Services for the calendar year 2024. The DA's

Office sent the RFQ to four (4) firms that customarily provide such services. Of those four (4) firms, one (1) submitted an offer: Precise Translations.

Following a careful review of the offer, including Precise Translation's qualifications and experience, the DA's Office determined, in accordance with Section 5(c) of the Procurement Policy, that the offer from Precise Translations was most advantageous to the County.

The proposed Agreement will serve a public purpose by providing the DA's Office with the Services, which it requires for its work to investigate and prosecute of criminal offenses committed in Westchester County.

The goal and objective of the proposed Agreement is to provide the Services to the DA's Office, and thereby ensure that it has the foreign language interpretation and translation services it requires for its work to investigate and prosecute of criminal offenses committed in Westchester County.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of public welfare, as providing the Services to the DA's Office, and thereby ensuring that it has the foreign language interpretation and translation services it requires for its work to investigate and prosecute of criminal offenses committed in Westchester County, will ultimately ensure the safety and welfare of the public.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of the DA's Office.

I respectfully recommend the adoption of the attached resolution.

MER/CJF/jpg
Enclosure

APPROVED BOARD OF ACQUISITION CONTRACT - 00019004 RAYMOND STULKY, SECRETARY

RESOLUTION

Upon a communication from the Westchester County District Attorney, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend an Agreement with Precise Translations, LLC ("Precise Translations"), pursuant to which Precise Translations agreed to provide foreign language interpretation and translation services for the Westchester County District Attorney's Office, for the period from January 1, 2024 through December 31, 2024, for an amount not to exceed \$52,000.00, payable at agreed upon rates for services rendered, in order to increase the dollar amount by an additional \$30,000.00, from \$52,000.00 to \$82,000.00; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreements shall remain in full force and effect; 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 duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

Original Agreement \$52,000.00
This Amendment \$82,000.00

Account to be charged/credited

Fund	Dept	Unit	Object	Trust Account	Dollars
101	37	0010	4906		\$30,000.00

Budget Funding Year(s): 2024 Start Date: 01/01/2024 End Date: 12/31/2024
(must match resolution)

Funding Source Tax Dollars: \$30,000.00
 State Aid: _____
\$30,000.00 Federal Aid: _____
(must match resolution) Other: _____