



OnBase: 114274

Date: August 11, 2026

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles
President

Re: Authority for the County of Westchester, acting by and through Westchester Community College, to enter into an agreement with the Sign Language Resources, Inc. to provide sign language interpreting services to College's students for the period commencing on September 1, 2026, and terminating on August 31, 2028, for a total amount not-to-exceed \$136,000.

Westchester Community College (the "College") requires sign language interpreting services in order to comply with the Americans with Disabilities Act and guarantee students with equal access to academics and campus life. As the College does not have qualified in-house staff to meet these requirements, third-party services are necessary.

Therefore, authority is requested to authorize the County of Westchester (the "County"), acting by and through the College, to enter into an agreement with Sign Language Resources, Inc. (the "Provider") to provide sign language interpreting services to the College's students (the "Services"). The proposed agreement will be for a term commencing on September 1, 2026, and terminating on August 31, 2028, for an aggregate amount not-to-exceed One Hundred Thirty-Six Thousand (\$136,000.00) Dollars pursuant approved annual budget (the "Agreement").

In order to comply with the County's Procurement Policy and Procedures, the College obtained three (3) written quotations from sign language interpretation providers. Quotations were received from the Provider, Communication by Blue, and Classroom Captioning. After careful review and analysis, it was determined that the Provider submitted the most advantageous offer and that it would be in the best interests of the College to enter into the Agreement with the Provider.

The goal and objective of the Agreement are to provide efficient sign language interpreting services to students in a cost-effective manner.

This Agreement serves the public interest by providing equal access to education for students with hearing impairments who depend upon non-verbal communication.

This Agreement will be tracked and monitored by College staff.

Accordingly, I respectfully recommend adoption of the attached resolution.

BSM/cm
Encls.

R E S O L U T I O N

Upon a communication from the President of Westchester Community College, be it hereby:

RESOLVED, that the County of Westchester (the “County”), acting by and through Westchester Community College (the “College”), is authorized to enter into an agreement with Sign Language Resources, Inc. (the “Provider”) for the provision of sign language interpreting services to College students, for a period commencing on September 1, 2026 and terminating on August 31, 2028, for an aggregate amount not-to-exceed One Hundred Thirty-Six Thousand (\$136,000.00) Dollars (the “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 Provider, then the Provider 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 be and hereby is authorized and empowered to execute any and all instruments and to take all actions necessary to implement the purposes hereof.

Account to be Charged/ credited	Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Potential Revenue Dollars
FY2027	010	0310			1200		\$68,000.00
Fy2028	010	0310			1200		\$68,000.00
Total:							\$136,000.00

Budget Funding Year(s) 2027/28 Start Date 9/1/2026 End Date 8/31/2028

(must match resolution)

Funding Source

Tax Dollars \$33,002.98

State Aid \$29,547.75

\$136,000.00

Federal Aid _____

(must match resolution)

Other:

(Revenue) \$73,449.27