



Memorandum  
Office of the County Executive

[112633]

DATE: December 3, 2025

TO: Honorable Board of Acquisition and Contract

FROM: Carin Horowitz  
Director, Office for People with Disabilities

RE: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)xxi thereof, the procurement of agreements between the County of Westchester and sign language interpreters, for the provision of sign language interpretation services for the period from January 1, 2026 through December 31, 2026, each in an amount not-to-exceed \$2,000 per agreement, with a total aggregate amount including all agreements not-to-exceed \$40,000.

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Authority is hereby requested from your Honorable Board on behalf of the County of Westchester (the "County"), acting by and through the Office for People with Disabilities (the "Office"), to exempt from the Westchester County Procurement Policy and Procedures (the "Policy"), pursuant to Section 3(a)xxi thereof, the procurement of agreements with sign language interpreters for the provision of sign language interpretation services for various department of the County, for the period from January 1, 2026 through December 31, 2026, each in an amount not-to-exceed \$2,000 per agreement, with a total aggregate amount including all agreements not-to-exceed \$40,000.

Ordinarily, under Section 5 of the Policy, the County is required to "solicit written or oral quotations from no fewer than three persons customarily providing such goods or services and, if deemed appropriate, to inquire as to the qualifications and experience of such persons." However, in order to retain enough sign language interpreters for the County's needs, the Office sets the rates of payment and advertises the opportunity for all qualified sign language interpreters to obtain an agreement with the County. It would not be cost effective or prudent for the County to solicit written or oral quotations, but rather advertising on the County's website is the most efficient way for the Office to obtain qualified sign language interpreters.

These agreements will include an hourly rate of Eighty (\$80.00) Dollars per hour for services provided between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday. These agreements will also include an hourly rate of Ninety-Five (\$95.00) Dollars per hour for emergency interpreter services provided with less than three hours' notice, for services provided between 6:00 p.m. and 8:00 a.m., and for services provided at any time on Saturdays and Sundays, with a total amount not-to-exceed \$2,000 per agreement per interpreter, with a total aggregate amount including all agreements not-to-exceed \$40,000.

Pursuant to Section 3(a)xxi thereof, the Policy is not applicable to any procurement for which this Board determines, by resolution passed prior to commencing such procurement, that

compliance with the Policy would not be in the best interest of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting the procurement of these agreements from the Policy.

Accordingly, I respectfully recommend that your Honorable Board approve the annexed Resolution.

CH/LAC  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/18/2025 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

Upon a communication from the Director of the Office for People with Disabilities, be it hereby

**RESOLVED**, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester in connection with the procurement of agreements with sign language interpreters for the provision of sign language interpretation services for the period from January 1, 2026 through December 31, 2026, each agreement in an amount not-to-exceed \$2,000 per agreement, with a total aggregate amount including all agreements not-to-exceed \$40,000.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/18/2025 - RAYMOND SCUKKY, SECRETARY