



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112484

DATE:

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes, 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 of an agreement with Contreras Translation and Interpretation Services, Inc. for the provision of translation and interpretation services in situations where the Department of Social Services is providing psychological testing, evaluations and related services, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$18,400.

---

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 (DSS6024-26) with Contreras Translation and Interpretation Services, Inc. ("Contreras") for the provision of translation and interpretation services in situations where the Department of Social Services ("Department") 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.

The Department is tasked with providing services that will minimize or eliminate any language barrier between the Department 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 Department personnel and its agents to use when providing for the administration and direct service delivery of critical human needs and social services.

Ordinarily pursuant to Section 5 of the Policy, the County is required to obtain at least three (3) quotes for such services. However, the County has contracted with this organization since 2017 for the provision of the above mentioned services. 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 proposed that the best interests of the County would be served by entering into this agreement with Contreras for its continued assistance with the translation and interpretation services.

Accordingly, a resolution to exempt this procurement is hereby submitted for your Honorable Board's consideration. Additionally, a separate short form has been submitted requesting the authority to enter into this Agreement.

LGT/MBG/mv

## 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 and Procedures, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting price 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 (DSS6024-26) with Contreras Translation and Interpretation Services, Inc. for the provision of translation and interpretation services in situations where the Department of Social Services provides 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 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, 2026 and ending December 31, 2026, in an amount not to exceed \$18,400, to be paid on a monthly basis pursuant to an approved budget and subject to appropriation.