



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

MEMORANDUM

On Base: 109849

DATE: October 18, 2024

TO: HONORABLE MEMBERS OF THE BOARD OF ACQUISITION AND CONTRACT

FROM: MIRIAM E. ROCAH
DISTRICT ATTORNEY

RE: AUTHORITY TO ENTER INTO 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, 2025 THROUGH DECEMBER 31, 2025, FOR AN AMOUNT NOT-TO-EXCEED \$75,000.00.

Authority is respectfully requested from your Honorable Board for 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 will provide foreign language interpretation and translation services for the DA's Office (the "Services"), for the period from January 1, 2025 through December 31, 2025, for an amount not-to-exceed \$75,000.00, payable pursuant to an approved rate schedule.

In accordance with Section 5(b) of the Westchester County Procurement Policy and Procedures (the "Procurement Policy"), on or about September 18, 2024, the DA's Office issued a formal request for quotations (the "RFQ") for the Services for the calendar year 2025. The DA's Office sent the RFQ to four (4) firms that customarily provide such services. Of those four (4) firms, only one (1), Precise Translations, submitted an offer. Following a careful review of Precise Translations' offer, including its qualifications and experience, the DA's Office determined, in accordance with Section 5(c) of the Procurement Policy, that the offer submitted by Precise Translations was 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/
Enclosure

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/14/2024 - RAYMOND SCULKY, 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 enter into an agreement with Precise Translations, LLC ("Precise Translations"), pursuant to which Precise Translations will provide foreign language interpretation and translation services for the Westchester County District Attorney's Office, for the period from January 1, 2025 through December 31, 2025, for an amount not to exceed \$75,000.00, payable pursuant to an approved rate schedule; and it is 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 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.

Account to be charged/credited

Fund	Dept	Unit	Object	Trust Account	Dollars
101	37	0010	4906		\$75,000.00

Budget Funding Year(s): 2025
(must match resolution)

Start Date: 01/01/2025

End Date: 12/31/2025

Funding Source

\$75,000.00
(must match resolution)

Tax Dollars: \$75,000.00

State Aid: _____

Federal Aid: _____

Other: _____