

19492

DATE: June 1, 2011

TO: Honorable Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer
Department of Information Technology
Kevin McGuire, Commissioner
Department of Social Services

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1199) WITH COMCAST BUSINESS SERVICES FOR HIGH SPEED INTERNET SERVICES FOR A THREE YEAR PERIOD COMMENCING ON JULY 15, 2011 AND TERMINATING ON JULY 14, 2014 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$4,200

BACKGROUND:

- The Department of Social Services is collaborating with the One Stop Employment Center in the Town of Carmel, Putnam County. The Putnam County staff at this facility requires a high-speed network connection in order to effectively communicate with the Westchester County network. Under the IMA between Westchester and Putnam, Westchester County is authorized to be the contracting agent for the Westchester-Putnam Workforce Investment Board.
- Comcast Business Services ("Comcast") is the sole source provider for high-speed network service in the area. Other vendors cannot provide the required bandwidth at this location to support this project. Pursuant to Section 9(a) of the Westchester County Procurement Policy and Procedures, it is our recommendation that after reasonable investigation, it has been determined that High-speed Internet service with a bandwidth of 12MB Down/2MB UP service from Comcast is the only one practicable source for these services.
- Normally cable modem service would be installed as a lower bandwidth option, however the County's current provider does not provide the required network connection to this area. Comcast has the required bandwidth and technical support to provide the stable ISP service required. Therefore, we now come before your Honorable Board requesting authorization to enter into an agreement with Comcast for High-speed Internet Service services for a three year period commencing on July 15, 2011 for a total not to exceed amount of \$4,200, consisting of \$1,500 in initial construction cost and \$900 in annual service charge.
- The agreement requested in the attached resolution will have a public purpose because establishing a connection with the One Stop Employment Center in Putnam County will allow for improved resource and information sharing between the Westchester and Putnam offices, providing more employment options for the public thereby improving the general welfare of County residents.
- The goals and objectives for the requested contract are to provide cable-based Internet service, which is an efficient means for communicating at a higher speed, but at lower cost. The service will also be used to conduct Video Conferencing meetings and training sessions for staff which will reduce travel and be more efficient. DoIT will monitor the services provided in the agreement to be sure the service is in proper working order.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1199) with Comcast Business Services, having an office located at 1701 JFK Boulevard, Philadelphia, Pennsylvania 19103, for high-speed Internet service with a bandwidth of 12MB Down/2MB UP for a three year period commencing on July 15, 2011 and terminating on July 14, 2014, for a total not to exceed contract amount of \$4,200, payable as follows; \$1,500 in initial construction cost and \$900 in annual service charges, subject to County appropriations.

A resolution authorizing the aforementioned agreement is submitted herewith for your consideration.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/22/2011 - JONATHAN VIEIRA, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY AND THE COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY

RESOLVED: that the County of Westchester, acting on behalf of the Westchester-Putnam Workforce Investment Board, is hereby authorized to enter into an agreement (IT-1199) with Comcast Business Services, having an office located at 1701 JFK Boulevard, Philadelphia, Pennsylvania 19103, for high-speed Internet service with a bandwidth of 12MB Down/2MB UP for a three year period commencing on July 15, 2011 and terminating on July 14, 2014, for a total not to exceed contract amount of \$4,200, payable as follows; \$1,500 in initial construction cost and \$900 in annual service charges, subject to County appropriations; and be it further

RESOLVED, that subject procurement qualifies as a sole source procurement and is exempt from the procedures of the Procurement Policy under Section 9(a) of said Policy; and be it further

RESOLVED, this Agreement is subject to County appropriations; and be it further

RESOLVED, 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 and empowered to execute any and all documents necessary to effectuate the purposes hereof.

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2011	275	22	418K	7293	T418	\$2,400
2012	275	22	418K	7293	T418	\$ 900
2013	275	22	418K	7293	T418	\$ 900

Budget Funding Year(s): 2011-2014

Start Date: July 15, 2011

End Date: July 14, 2014

Funding Source: Tax Dollars: _____
State Aid _____
\$4,200 Federal Aid \$4,200
(must match resolution) Other _____