

#24380

January 20, 2012

To: Board of Acquisition and Contract

From: Ann Marie Berg
Commissioner of Finance

Re: Authority for the County of Westchester to amend an Agreement with Unique Business Solutions, Inc. for consulting services in connection with the processing of County personnel employment transactions, in order to extend the termination date of the agreement from October 31, 2011 to May 31, 2012

By short form contract approval dated June 29, 2010, the County of Westchester (the "County") was authorized to enter into an agreement (the "Agreement") with Unique Business Solutions, Inc. ("Unique") for consulting services in connection with the processing of County personnel employment transactions, in an amount not to exceed \$20,000.00, commencing on November 1, 2010 and terminating on October 31, 2011. The Agreement was subsequently executed.

Authority is hereby requested from your Honorable Board to amend the short form agreement with Unique for consulting services in order to extend the termination date of the agreement from October 31, 2011 to May 31, 2012.

All other terms and conditions of the Agreement shall remain in full force and effect.

Pursuant to section 9 of the Westchester County Procurement Policy and Procedures, and after reasonable investigation, it has been determined that Unique is the only practicable source for consulting services in connection with the processing of County personnel employment transactions. Our search effort to locate companies in our area that provide personalized payroll procedures documentation for government entities and obtain quotes resulted in Unique being the only qualified vendor in our area that provides these services. Unique Business Solutions was the only vendor that specializes in the concept of documenting an entities procedures and preserving the entities knowledge in order to ensure critical processes are performed in the approved manner. Therefore, this

contract is not subject to public bidding since it is exempt from the procurement policy under section 9 of said policy, and I hereby recommend to your Honorable Board that this procurement be treated as a sole source procurement pursuant to section 9 of the Westchester County Procurement Policy.

The objective of this amendment is in the County's best interest since it will preserve staff knowledge, promoting fiscal responsibility, enhancing internal control, and reducing training time and costs when turnover and changes in staff composition become necessary. The Agreement's progress shall be tracked by direct reporting of the results to the County by the Consultant, as requested by the County.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

AMB/jpi

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/23/2019 - JOHANNY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Finance, be it hereby

RESOLVED, the County is hereby authorized to amend the short form agreement with Unique Business Solutions, Inc. for consulting services in connection with the processing of County personnel employment transactions, in order to extend the termination date of the agreement from October 31, 2011 to May 31, 2012; and be it further

RESOLVED, that all other terms and conditions of the Agreement shall remain unchanged; and be it further

RESOLVED, that this agreement is deemed to be a sole source procurement pursuant to section 9 of the County of Westchester Procurement Policy; 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 Firm, then the Firm 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 such documents and take such actions as may be necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
						N/A

Budget Funding Year(s) 2011 Start Date 10/31/2011 End Date 5/31/2012
 (must match resolution)

Funding Source Tax Dollars N/A
 State Aid
N/A Federal Aid
 (must match resolution) Other

APPROVED BY COUNTY BOARD OF SUPERVISORS & CONTRACT - 02/23/2012 - JIMMY VEIRA, SECRETARY