



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

25206

DATE: February 29, 2012

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner
Department of Social Services

Marguerite Beirne
Chief Information Officer
Department of Information Technology

SUBJECT: Authority for the County to enter into an 'MOU' agreement with the State of New York, acting by and through its Office of Temporary and Disability Assistance ("OTDA"), pursuant to which OTDA will give the Department of Social Services up to 217 new personal computers, as well as provide delivery and installation, valued at approximately \$176,855

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through the Department of Social Services (the "Department"), to enter into an agreement (the "MOU") with the State of New York, acting by and through its Office of Temporary and Disability Assistance, ("OTDA") pursuant to which OTDA will give the Department up to 217 new personal computers, as well as provide delivery and installation, valued at approximately \$176,855, to support timely and accurate case processing and administration of the temporary assistance ("TA"), food stamp ("FS"), home energy assistance ("HEAP"), and employment programs. The term of the MOU will commence upon execution and continue until all equipment provided to the County by OTDA under the MOU is disposed of.

OTDA will be responsible for costs for the purchase of the agreed-upon number of new personal computers, the installation of any OTDA software image (if applicable) on the personal computers, and equipment delivery to Westchester County. The County will be responsible for the costs of wiring for Human Services Enterprise Network (HSEN) or County network connectivity, as well as the costs of replacing any OTDA-provided equipment that is damaged, lost or stolen. The County will also be responsible for ensuring that the computers are only assigned to staff whose duties include the TA, FS, HEAP and/or employment programs.

The need for these computers was demonstrated in the districts' responses to the July 2011 Survey on Personal Computers, in which OTDA learned that many districts' computers were inadequate to efficiently operate modern systems such as myWorkspace, Imaging/Enterprise Document Repository and the Welfare to Work Caseload Management System.

The proposed MOU will serve a public purpose by supporting timely and accurate case processing and administration of TA, FS, HEAP, and employment programs.

The goals and objectives of the proposed MOU are to increase worker productivity by modernizing hardware assets, and to increase worker utilization of myWorkspace, Imaging/Enterprise Document Repository and the Welfare to Work Caseload Management System. Aiding workers in their efforts to achieve timely and accurate case processing and administration of the TA, FS, HEAP, and employment programs helps them in their efforts to deliver assistance to the most vulnerable population in Westchester County.

The goals and objectives of the proposed MOU are in the best interests of the County in terms of fiscal responsibility, as it will make available to the County up to 217 new personal computers at no cost to the County for the computers, delivery, or installation. The goals and objectives of the proposed MOU are also in the best interest of the County in terms of public health and safety because the equipment will aid workers in their efforts to achieve timely and accurate case processing and administration of the TA, FS, HEAP, and employment programs and thereby deliver assistance to the most vulnerable population in Westchester County.

The goals and objectives of the proposed MOU will be tracked and monitored by the staff of the Department of Social Services.

Accordingly, I recommend adoption of the proposed resolution.

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services and the Chief Information Officer of the Department of Information Technology, be it hereby

RESOLVED, that the County of Westchester (the "County"), acting by and through the Department of Social Services (the "Department"), is hereby authorized to enter into an agreement (the "MOU") with the State of New York, acting by and through its Office of Temporary and Disability Assistance, ("OTDA") pursuant to which OTDA will give the Department up to 217 new personal computers, as well as provide delivery and installation, valued at approximately \$176,855, to support timely and accurate case processing and administration of the temporary assistance ("TA"), food stamp ("FS"), home energy assistance ("HEAP"), and employment programs, for a period commencing upon execution and continuing until all equipment provided to the County by OTDA under the MOU is disposed of; and be it further

RESOLVED, that the County Executive or his authorized designee be and hereby is authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purposes hereof.

Agreement #

Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s) 2012 Start Date: Upon Execution End Date: N/A
 (must match resolution)

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