



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

31509

DATE: December 20, 2012

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner of Social Services

SUBJECT: Authority to Award a Contract for Private Messenger Services to the Low Bidder, Avant Business Services for the period February 1, 2013 through January 31, 2014 for an amount not to exceed \$16,224 to be paid pursuant to an approved budget with the County having the option to extend the contract for two additional one-year terms

Authority is requested to award a Contract for Private Messenger Services to support the administrative operations of the Department of Social Services' Office of Child Support Enforcement ("DSSGCSE") to the Low Bidder, Avant Business Services for the period February 1, 2013 through January 31, 2014 for an amount not to exceed \$16,224 to be paid pursuant to an approved budget. Authority is also requested for the County to have the option to extend the contract for two additional one year terms with the same terms and conditions, provided however, that for the second and third year of the contract, the not-to-exceed amount payable to the Contractor will be increased by 50% of the percentage, if any, that the Consumer Price Index in the month of September of the current contract year has increased over the C.P.I. in the month of September of the preceding year. According to the terms of the bid, the County has the option to extend the contract for two additional one-year terms. This is the reason for going to Board of Acquisition and Contract in lieu of going for a short form contract.

On Wednesday, December 12, 2012, four (4) bids were received and opened for a contract for Private Messenger Services to support the Administrative Operations of the Department of Social Services' Office of Child Support Enforcement. The bids proposals were reviewed by the Department and it was determined that Avant Business Services who submitted the low bid in the amount of \$16,224 is both responsive and responsible.

The Department of Social Services advertised for bids in The Journal News (Southern edition) and on the Westchester County Department of Social Services' web site. Bid packets were made available on

the Hudson Valley Municipal Purchasing Group Website. The low bid was within the Department's budget estimate.

Avant Business Services will courier various documents and parcels to support the administrative operations of the Department of Social Services Office of Child Support Enforcement.

This contract will serve a **public purpose** by couriating child support related documents between the Department of Social Services' Office of Child Support (the "DSSOCSE") and the various Family Courts and other County locations. The Family Court must receive appropriate and necessary documents before the Court can proceed with child support cases. The proposed agreement would enable DSSOCSE to service its customers more effectively and in a timely fashion.

The **goal and objective** of using a messenger service is to provide a secure, low cost alternative for transporting mail between the Office of Child Support Enforcement ("OCSE") located in Mount Vernon, and various other locations in Westchester County. Contracted courier service helps OCSE to make timely deposits of all child support payments and money judgments that are collected.

The **goal and objective is in the best interest of the County in terms of fiscal responsibility**, as it is aimed at cutting the cost of providing messenger services by hiring an outside agency instead of hiring additional employees to perform this important task. The amount of money that the County of Westchester would commit to expend during the period of the proposed contract is a significantly lower figure than would be otherwise incurred to have this service performed by a messenger employed by county government. The numerous daily trips that are required each business day between the courts, the Westchester County Clerk's Office, and the OCSE office properly call for a dedicated, full-time messenger.

The goal and objective **will be monitored using the performance measurement indicators** developed by the department and approved by the County Budget Office. The vendor will submit statistics and performance reports in the format approved by the Department. The Office of Child Support will be responsible for setting the milestones and tracking their achievements.

During the calendar year 2011, OCSE collected a total of \$434,715.85 in direct payments made by respondents in court. Also in 2011, OCSE filed 1,566 money judgments totaling \$11,401,282.84 with the County Clerk's Office. These judgments are filed via secure delivery by the courier. The interest that accrues on these monies commences as of the date the judgments are filed, at the rate of 9.00% per annum. The contracted courier service also provides regular timely pickup and delivery of various petitions and court orders. This helps OCSE to increase its New York State performance measures such as PEP, SEP and Medical Indicator as well as its child support collections.

Accordingly, it is my recommendation that this contract be awarded to Avant Business Services.

A resolution requesting the same is attached for your Honorable Board's approval.

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that a Contract for Private Messenger Services to support the administrative operations of the Department of Social Services' Office of Child Support Enforcement be and is hereby awarded to the responsible low bidder, Avant Business Services for the period February 1, 2013 through January 31, 2014 for an amount not-to-exceed \$16,224 to be paid pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that the County, at its sole option, may extend the term of the Agreement for up to two (2) additional one (1) year periods on the same terms and conditions, provided, however, that for the second and third year of the Agreement the not-to-exceed amount payable to the Contractor will be increased by 50% of the percentage, if any, that the Consumer Price Index ("C.P.I.") in the month of September of the current contract year has increased over the C.P.I. in the month of September of the preceding year. Any such extension shall be subject to this Board's approval; and be it further

RESOLVED, that this Contract 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 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 authorized designee is hereby authorized and empowered to execute any and all documents necessary or 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
2013	101	22	8000	4420	_____	\$14,872
2014	101	22	8000	4420	_____	\$ 1,352

Budget Funding Year(s): 2013-14 Start Date: 02/01/2013 End Date: 01/31/2014
(must match resolution)

Funding Source

Tax Dollars: 29%

State Aid: 26%

Federal Aid: 45%

Other:

\$16,224

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT 02/07/2013 - JOAQUIN VIEIRA, SECRETARY

**CONTRACT DSS609-13
MESSENGER SERVICES FOR DEPARTMENT OF SOCIAL SERVICES
VARIOUS LOCATIONS
WESTCHESTER COUNTY, NEW YORK**

BIDS RECEIVED: WED. 12/12/12 11:00 AM

NAME, ADDRESS, PHONE	BID CHECK	AMOUNT OF BID	NAME OF SUBCONTRACTOR
Allpoints Moving & Storage			
Audubon Financial Services			
Avant Business Services 60 East 42nd Street New York, NY 10165 212 687-5145	1	\$16,224.00	N/A
Delphi Solutions llc dba Med Staffers Plus			
Deluxe Delivery Systems, Inc. 777 8th Avenue, 2nd floor New York, NY 10036 212 376-4500	3	\$23,760.00	N/A
Education Intelligence, Inc.			
Exclusive Delivery & Logistics LLC 49 Leicester Street Port Chester, NY 10573 914 937-7777	4	\$24,495.00	N/A
Gardens General Engineering, Inc.			
GIO Express, Inc. 376 Johnson Street Ronkonkoma, NY 11779 845 742-0299	2	\$17,000.00	N/A
Medical Transportation Management, Inc.			

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APPROVED BOARD OF ACQUISITION & CONTRACT - 02/07/2013 - JOMARY VIEIRA, SECRETARY