

31537

January 8, 2013

TO: Board of Acquisition and Contract

FROM: George N. Longworth
Commissioner-Sheriff

RE: Authority to amend an agreement with William Andrews pursuant to which Mr. Andrews agreed to revise the current General Orders Manual to ensure that it accurately reflects the intent of the Westchester County Department of Public Safety, that it complies with current law, and that it meets standards for best practice in the policing profession, for a term commencing January 1, 2012 and continuing through December 31, 2012, for an amount not to exceed \$46,500, by extending the term of the agreement from January 1, 2013 through June 30, 2013, in order to give Mr. Andrews additional time within which to complete the services

By resolution approved on December 15, 2011 (the "December 15th Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Public Safety (the "Department"), to enter into an agreement with William Andrews (the "Agreement"), pursuant to which Mr. Andrews agreed to revise the current General Orders Manual to ensure that it accurately reflects the intent of the Department, that it complies with current law, and that it meets standards for best practices in the policing profession, for the period January 1, 2012 through December 31, 2012 for an amount not-to-exceed \$46,500, at the rates set forth in Schedule "A" attached to the December 15th Resolution. The Agreement was subsequently executed.

Mr. Andrews has advised that he will require an additional six (6) months in which to complete all services required under the Agreement. It will therefore be necessary to amend the Agreement for the limited purpose of extending term thereof through June 30, 2013. Accordingly, authority is respectfully requested to amend the Agreement with William Andrews for the provision of services to revise the current General Orders Manual to ensure that it accurately reflects the intent of the Department, that it complies with current law, and that it meets standards for best practices in the policing profession, for the period January 1, 2012 through December 31, 2012 for an amount not-to-exceed \$46,500, by extending the term of the Agreement from January 1, 2013 through June 30, 2013, in order to give Mr. Andrews additional time within which to complete the services.

It should be noted that there will be no additional fee charged for services provided during the extension period.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect.

This Agreement will serve a public purpose by ensuring that all personnel employed by the Department are issued a new and current General Orders Manual of rules, regulations and procedures.

The goals and objectives of this contract are to develop a revised manual for departmental rules, regulations and procedures for the Department's personnel.

The goals and objectives of this program will be tracked and monitored by the Commissioner-Sheriff and a team of police experts during each phase of the project for this purpose.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) ix thereof.

A Resolution for your Honorable Board's consideration is annexed hereto.

GNL/CS/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/24/2013 - CLERK OF SUPERIOR COURT SECRETARY

RESOLUTION

Upon a communication from the Commissioner-Sheriff of Public Safety, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Public Safety (the "Department"), is authorized to amend an agreement with William Andrews, pursuant to which Mr. Andrews agreed to revise the current General Orders Manual to ensure that it accurately reflects the intent of the Department, that it complies with current law, and that it meets standards for best practices in the policing profession, for the period January 1, 2012 through December 31, 2012 for an amount not-to-exceed \$46,500 (the "Agreement"), by extending the term of the Agreement from January 1, 2013 through June 30, 2013, in order to give Mr. Andrews additional time within which to complete the services; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his authorized designee is authorized and empowered to execute and deliver all instruments and take all actions necessary or appropriate to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Agency	Major Program, Program & Phase or Unit	Object/ Sub Object	Trust Account	Dollars
2012	N/A					

Budget Funding Year(s) 2012 Start Date 1/01/12 End Date 06/30/13
 (must match resolution)

Funding Source

Tax Dollars _____
 State Aid _____
 Federal Aid _____
 Other _____

\$ _____
 (must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACTS - 01/21/2013 - COUNTY CLERK, SECRETARY