



# Westchester Community College

State University of New York

January 29, 2013

**31934**

To: Board of Acquisition and Contract

From: Joseph N. Hankin  
President

Re: Authority to amend a resolution granting authority to enter into an agreement with Credentials Inc. for the provision of an automated method for the requesting of student transcripts

---

On December 13, 2012, your Honorable Board authorized an agreement with Credentials Inc. ("Credentials") for the provision of an automated method for the requesting of student transcripts (the "December 13 Resolution"). The term of the proposed agreement would commence on or about December 15, 2012 and the agreement would continue for 5 years. The agreement would automatically renew for additional one year periods with either party having the right to terminate the agreement at any time upon 90 days written notice. There will be a \$2 fee charged by Credentials for each transcript produced along with a \$125 monthly maintenance fee. These fees will be deducted from the fees collected by Credentials prior to payment to the College. It is estimated Credentials will withhold approximately \$ 30,000 per year from the amount payable to the College. The agreement has not been executed.

Attached is a resolution that would amend the December 13 Resolution to reflect that the agreement will contain a mutual indemnity clause.

The public purpose of this agreement is to provide a streamlined method for students to access their transcripts. The objective of this agreement will be to make it easier and more efficient for both students and the College to utilize this necessary service. The value of entering into this agreement will be tracked based on the number of transcripts produced and by the increased productivity of personnel in the Registrar's office.

I believe that it is in the best interest of the College to provide an automated transcript system and I therefore, recommend that you act favorably on the annexed proposed resolution.

JNH:me  
Attachment

**RESOLUTION**

Upon a communication from Joseph N. Hankin, President, Westchester Community College, be it hereby

**RESOLVED**, that the resolution approved by your Honorable Board on December 13, 2012 which authorized an agreement with Credentials Inc. (“Credentials”) for the provision of an automated method for the requesting of student transcripts (the “December 13 Resolution”) be amended to reflect that the parties will mutually indemnify each other for third party claims arising out of breach of each party’s respective representations, warranties and agreements; and be it further

**RESOLVED**, that all other terms and conditions of the December 13 Resolution remain the same; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

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)      Start Date: 12/15/2012      End Date: 12/14/2017  
 (must match resolution)

Funding Source:      Tax Dollars      \_\_\_\_\_  
                                  State Aid      \_\_\_\_\_  
                                  Federal Aid      \_\_\_\_\_  
 \_\_\_\_\_  
 (must match resolution)      Other      \_\_\_\_\_

Contractor Federal I.D. No./  
 Social Security No.: \_\_\_\_\_  
 Vendor No.: \_\_\_\_\_  
 Encumbrance No.: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/14/2015 DONALD VEIRA, SECRETARY