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County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

37493

DATE: January 7, 2014

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner of Social Services

SUBJECT: Authority for the County of Westchester to exercise its first option under the agreement with Avant Business Services for the provision of private messenger services by extending the contract for one (1) additional year commencing February 1, 2014 and ending January 31, 2015 for an amount not to exceed \$16,321 to be paid pursuant to an approved budget and subject to appropriation

By resolution approved on February 2, 2013, your Honorable Board authorized the County of Westchester to enter into an agreement with Avant Business Services for the provision of private messenger services to support the administrative operations of the Department of Social Services' Office of Child Support Enforcement ("DSSOCSE") 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 on 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. The agreement was subsequently executed. It is to be noted that the selection of the vendor was made after public bidding was conducted in accordance with applicable law.

The County of Westchester, acting through its Department of Social Services, now seeks the authority to exercise the first option under the agreement with Avant Business Services for the provision of private messenger services by extending the contract for one (1) additional year commencing February 1, 2014 and terminating January 31, 2015 in an amount not to exceed \$16,321 to be paid monthly pursuant to an approved budget and subject to appropriation. There is an increase

in the amount requested for the proposed extension which is due to the increase in the Consumer Price Index as per the terms of the original agreement.

This contract will serve a **public purpose** by couriering child support related documents between the Department of Social Services' Office of Child Support Enforcement 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 in having 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 Enforcement will be responsible for setting the milestones and tracking their achievements.

During the calendar year 2013, OCSE collected a total of \$503,429.28 in direct payments made by respondents in court. Without the contracted courier service, Westchester County would not have been able to deliver those payments for next-day deposit as is normally done. Also in 2013, OCSE filed 1,265 money judgments totaling \$9,627,601.00 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. Without the contracted courier service, Westchester County would not be able to file judgments such as these in a timely fashion. 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, the County of Westchester, acting through its Department of Social Services, now seeks the authority to exercise the first option under the agreement with Avant Business Services for the provision of private messenger services by extending the contract for one additional year starting February 1, 2014 and ending January 31, 2015.

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 the County of Westchester is hereby authorized to exercise its first option under the agreement with Avant Business Services for the provision of private messenger services to support the administrative operations of the Department of Social Services' Office of Child Support Enforcement by extending the contract for an additional year commencing February 1, 2014 and ending on January 31, 2015 for an amount not-to-exceed \$16,321 to be paid pursuant to an approved budget (the "Agreement"); 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
2014	101	22	8000	4420	_____	\$14,961
2015	101	22	8000	4420	_____	\$ 1,360

Budget Funding Year(s): 2014-15 Start Date: 02/01/2014 End Date: 01/31/2015
(must match resolution)

Funding Source Tax Dollars: 31%
 State Aid: 25 %
\$16,321 Federal Aid: 44 %
 (must match resolution) Other: