

**38623**

February 3, 2014

To: Honorable Board of Acquisition and Contract

From: Kevin M. Cheverko  
Commissioner of Correction

RE: Resolution authorizing the County of Westchester (the "County"), by and through its Department of Correction to amend a prior resolution in which authorization was given to the County to enter into an agreement with TALX Corporation ("TALX") whereby TALX would provide services relating to the employment/income verification for candidates for employment by the Department of Correction for a one (1) year term commencing upon the execution of an agreement with automatic renewals for successive one (1) year terms for a not to exceed amount of \$7,500

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By resolution dated June 6, 2008, your Honorable Board authorized the County of Westchester, acting by and through its Department of Correction (the "Department") to enter into an agreement with TALX Corporation ("TALX") whereby TALX would provide services relating to the verification of prior employment information of candidates for employment by the Department for a not to exceed amount of \$7,500 at a rate of \$11.80 per verification request if payment is made by credit card and \$12.30 per verification request if payment is made by check, for a one (1) year term commencing upon the execution of the agreement with automatic renewals for successive one (1) year terms with either party having the option to terminate the agreement at any time upon thirty (30) days prior written notice.

An agreement was subsequently executed by the parties. This agreement was automatically renewed in the years 2009, 2010, 2011 and 2012 and paid pursuant to the agreement. The budget box in the prior resolution properly contained yearly allocations of \$1500 per year for a five (5) year period for a total not to exceed amount of \$7,500. The parties wish to continue the one (1) year renewals of the agreement (the "Agreement").

As stated previously herein, the budget box in the aforementioned resolution only provided for funding for the first five (5) years of automatic renewals. Since the parties wish to

continue the annual automatic renewals of the Agreement, additional funding must be approved by your Honorable Board. The rate now charged by TALX is \$12.30 per employment verification and \$15.30 per income verification. In addition to the new rates, the Department has experienced an increase in volume of verification requests for multiple correction officer academy classes needed to replace the increasing number of retiring correction officers. Based on this information, authority is requested for approval of a not to exceed amount of \$30,000 (\$6,000 per year) for an additional five (5) years. Therefore, the budget box in the resolution dated June 6, 2008 is required to be amended to add an additional five (5) budget lines for the years 2013, 2014, 2015, 2016, and 2017 with an annual budget amount of \$6,000 per year.

TALX is the organization to which major firms outsource their human resource needs. It is the only company that can respond to the Department's requests for employment verification of correction officer candidates who list these companies as their employers. The Department has been satisfied with the service provided by TALX and it is in the County's best interest to continue the automatic annual renewals of the Agreement.

The goals and objectives of the Agreement continue to be to help ensure the integrity of the hiring process for correction officers who provide a critical County public safety function by serving at the County correctional facility. Verification of previous employment will allow County staff to monitor the integrity of the hiring process by verifying the accuracy of the information provided by potential employees.

Tracking and monitoring of the Agreement will continue to be accomplished by record keeping of verification requests and invoice auditing by the Department.

Based upon the foregoing, I respectfully request that your Honorable Board approve the attached resolution.

RAP/lac  
Attachment

## **RESOLUTION**

Upon a communication from the Commissioner of the Westchester County Department of Correction, be it hereby

**RESOLVED**, that funding for the automatic renewals of the Agreement between the County of Westchester and TALX Corporation ("TALX") whereby TALX shall continue to provide services relating to the verification of prior employment information of candidates for employment by the Department of Correction which Agreement was authorized by the County Board of Acquisition & Contract in a resolution on June 6, 2008 (the Resolution") shall be an additional not to exceed amount of Thirty Thousand (\$30,000) Dollars; and be it further

**RESOLVED**, that the Resolution is hereby amended to reflect that the County shall pay to TALX \$12.30 per employment verification request and \$15.30 per income verification request; and be it further

**RESOLVED**, that the budget box for the Resolution is hereby amended to add an additional five (5) budget lines for an annual budget amount of \$6,000; and be it further

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

**RESOLVED**, that the County Executive or his duly authorized designee is empowered to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be  
Charged/Credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2013	101	35	1000	4420		\$6,000
2014	101	35	1000	4420		\$6,000
2015	101	35	1000	4420		\$6,000
2016	101	35	1000	4420		\$6,000
2017	101	35	1000	4420		\$6,000

Budget Funding Year(s) 2013-2017 Start Date 01/01/2013 End Date 12/31/2017

(must match resolution)

Funding Source Tax Dollars \$30,000

State Aid \_\_\_\_\_

\$30,000 Federal Aid \_\_\_\_\_

(must match resolution) Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/20/2014 - JIMMY WEIRA, SECRETARY