



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

48216

**Date:** August 21, 2015

**To:** The Board of Acquisition and Contract

**From:** Kevin M. McGuire  
Commissioner of Department of Social Services

**Re:** Resolution to exempt from the Westchester County Procurement Policy an Agreement between the County of Westchester, acting by and through its Department of Social Services, and John Haack, pursuant to which John Haack will provide consulting services for the period from September 1, 2015 through December 31, 2015 for an amount not to exceed \$20,000

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Authority is hereby requested from your H honorable Board to exempt an agreement between the County of Westchester, acting by and through its Department of Social Services, and John Haack, pursuant to which John Haack will provide consulting services for the period from September 1, 2015 through December 31, 2015 for an amount not to exceed \$20,000 to be paid monthly (the "Agreement").

Pursuant to the Agreement, John Haack will provide an orderly transition of data and systems-related tasks and processes abrogated by a precipitous staff buy-out event that occurred 07-31-2015 to ensure adequate transition of responsibilities related to data and systems for Child Welfare and Westchester Building Futures.

Ordinarily, under Section 3(a)(x), and Section 7 of the Westchester County Procurement Policy, for professional service procurements, the County is required to solicit quotations, statements or other information regarding experience, qualifications and capability to perform the proposed services from no fewer than three persons customarily performing such services. It is proposed that compliance with the Procurement Policy would not be in the best interests of the County with respect to this procurement because John Haack is highly and uniquely skilled in delivering the required services especially in critical systems and reports. Transition time was shortened by at least six months due to buy-out option.

Following are some of the critical functions to be transitioned at Mr. Haack's retirement:

Scheduled weekly, monthly, and yearly reports to be transitioned and maintained  
The availability and access to dormant reports needs to be transitioned

Database sources and contact persons, user ID's and passwords need to be transitioned  
Joining data from databases that cannot be run together needs to be transitioned  
Methods for making non-persistent data persistent needs to be transitioned properly  
Users of data need to be identified along with the sources of data  
Joining data from databases that cannot be run together needs to be transitioned  
Methods for making non-persistent data persistent needs to be transitioned properly  
Persistence is essential for longitudinal studies.

The following needs to be discussed and transitioned:

The integrity of local data collection methods and their maintenance

Child welfare local, state and national data sources and policy

Data anomalies based on operator input error and repurposing past data fields, and data presentation methods (including the purpose and use of a specification box)

Our established macros library and other programming issues (VBA, SQL and HTML) need to be discussed and demonstrated for proper transitioning. All of these reports and the federal grant support items, their data sources, generated special reports, post report formatting and analysis methods need to be reviewed and discussed with the Department's designated staff replacement.

Mr. Haack was the primary statistician for the Department's federal grant and collaboration with the Fordham University Evaluation Team.

The public purpose of the proposed agreement is to ensure an orderly transition of data and systems-related tasks and processes and the responsibilities related to data and systems for Child Welfare and Westchester Building Futures abrogated by a precipitous staff buy-out event that occurred 07-31-2015.

The goals and objectives of the proposed agreement are to ensure an orderly transition of Mr. Haacks's tasks to the Department's designated staff replacement. They are in the best interest of the County as they are designed to help the Department to have an orderly transition.

The goals and objectives will be tracked and monitored by the Department.

Pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, where this Honorable Board determines, by resolution passed prior to the commencement of procurement, that compliance with the Policy would not be in the best interests of the County, the requirements of the Policy may be waived.

Please also note that because this agreement is for a term of less than one year and will not exceed \$20,000, it is not necessary to submit a resolution seeking authority to enter into the agreement.

A resolution to exempt this agreement from procurement is hereby submitted for your Honorable Board's consideration.

attachment

## RESOLUTION

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

**RESOLVED**, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient and accordingly not in the best interests of the County in connection with the procurement of an agreement with John Haack pursuant to which John Haack will provide consulting services for the period from September 1, 2015 through December 31, 2015 for an amount not to exceed \$20,000 to be paid monthly (the "Agreement").

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
JOAN COCCIARDI, SECRETARY