



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

50120

DATE: December 17, 2015

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner, Department of Social Services

SUBJECT: Authority to enter into an agreement with Czerenda's Court Reporting Service, Inc. d/b/a Reporters Transcription Center, pursuant to which it will provide specialized transcription services and related services, for an amount not-to-exceed \$76,000 for the period from February 1, 2016 through January 31, 2017, with the County having the sole option to renew the agreement for up to six (6) one-year terms thereafter.

Authority is requested for the County of Westchester (the "County") to enter into an agreement with Czerenda's Court Reporting Service, Inc. d/b/a Reporters Transcription Center ("RTC"), pursuant to which RTC will provide specialized transcription services and related services (the "Services"), for an amount not-to-exceed \$76,000 payable pursuant to an approved budget, for the period from February 1, 2016 through January 31, 2017, with the County having the sole option to renew the agreement for up to six (6) one-year terms thereafter (the "Agreement").

On October 5, 2015, the County, acting by and through its Department of Social Services ("DSS"), issued a request for proposals that solicited proposals from vendors to provide the Services (the "RFP"). In response to the RFP, DSS received nine (9) responsive proposals. DSS had several individuals review these proposals and evaluate them based upon the evaluation criteria specified in the RFP. The result of this review and evaluation was that the proposal from RTC received the highest score and was, accordingly, ranked first. DSS conducted an analysis of the cost proposal from RTC and found that it is reasonable. Based on DSS's review of the proposal from RTC, DSS is satisfied that it is a responsible vendor for these services.

The proposed Agreement will serve a public purpose by providing the County with the Services, which will enable the County's caseworkers to most easily and efficiently have their case notes transcribed and made available for use by the County.

The goal and objective of the proposed Agreement is to provide the County with the Services, which will enable the County's caseworkers to most easily and efficiently have their case notes transcribed and made available for use by the County.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of health and safety, as enabling the County's caseworkers to most easily and efficiently have their case notes transcribed and made available for use by the County will ultimately ensure that the County has the information it needs to take appropriate action based on its caseworkers' observations.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of DSS.

I respectfully recommend the adoption of the attached Resolution.

KMM/PS/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/24/2016 LISA MRINAJ-SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement with Czerenda’s Court Reporting Service, Inc. d/b/a Reporters Transcription Center (“RTC”), pursuant to which RTC will provide specialized transcription services and related services, for an amount not-to-exceed \$76,000 payable pursuant to an approved budget, for the period from February 1, 2016 through January 31, 2017, with the County having the sole option to renew the agreement for up to six (6) one-year year terms thereafter (the “Agreement”); and be it further

RESOLVED, that this Agreement 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 any 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 duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2016	101	22	0010	4420	-----	\$69,667
2017	101	22	0010	4420	-----	\$6.333

Budget Funding Year(s): 2016-17 Start Date: 02/01/16 End Date: 01/31/17
(must match resolution)

Funding Source Tax Dollars: 35%
State Aid: 24%
\$76,000 Federal Aid: 41%
(must match resolution) Other: