

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

55133

Date: February 9, 2017

To: Board of Acquisition and Contract

From: Kevin M. McGuire  
Commissioner of Social Services

John B. McCaffrey  
Chief Information Officer  
Department of Information Technology

Re: Authorization for the County of Westchester, acting by and through its Department of Social Services, to approve certain subcontractors in connection with its agreement with Arc of Westchester, Westchester County Chapter, NYSARC, Inc. for document management services

---

On September 10, 2015, your Honorable Board approved a resolution authorizing the County of Westchester (the "County"), acting by and through its Department of Social Services ("DSS"), to enter an agreement with Arc of Westchester, Westchester County Chapter, NYSARC, Inc. on behalf of its eDocNY program ("Arc of Westchester") for the provision of document management services including scanning, indexing, storage, destruction, mailroom services and self-scan customer kiosks for the period from September 16, 2015 to September 15, 2018, with the County having the sole option to renew the agreement for two (2) additional one (1) year renewal periods. The contact was subsequently executed.

Arc of Westchester is now requesting permission for Digiscribe International, LLC and Performance Connectivity, Inc. to act as subcontractors to perform portions of the work under the agreement. The proposed subcontractors have been investigated, and the Department recommends approval.

This contract is in the public's best interest by providing a smooth transition essential to the integrity of operations while reducing costs in DSS. DSS will track the agreement's progress by performing quality control for indexed documents to ensure legibility and correct categorization.

A Resolution to accomplish the foregoing is attached.

**RESOLUTION**

Upon a communication from the Commissioner of Social Service and the Chief Information Officer, Department of Information Technology, be it hereby

**RESOLVED**, that upon the recommendation of the Department of Social Services, the County of Westchester is hereby authorized to approve Digiscribe International, LLC and Performance Connectivity, Inc. as subcontractors to perform portions of the work under the agreement with Arc of Westchester, Westchester County Chapter, NYSARC, Inc. on behalf of eDocNY program for the provision of document management services.

Account to be Charged/Credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Budget Funding Year(s): N/A      Start Date: N/A    End Date: N/A\_ (must match resolution)

Funding Source      Tax Dollars: N/A  
                                  State Aid: N/A  
\$N/A      Federal Aid: N/A  
 (must match resolution)      Other: N/A