



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire

Commissioner

55375

DATE: February 16, 2017

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to exercise the County's first one-year option under its agreement with Czerenda's Court Reporting Service, Inc. d/b/a Reporters Transcription Center, pursuant to which it was to provide specialized transcription services and related services.

By a resolution approved on January 21, 2016, your Honorable Board authorized 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 was to 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 (the "Initial Term"), with the County having the sole option to renew the agreement for up to six (6) one-year terms thereafter (each an "Option Term"), with the approved budget specifying the same unit price for each such Option Term as for the Initial Term (the "Agreement"). The Agreement was subsequently executed.

The County continues to require the Services. Therefore, DSS reviewed and analyzed the price in the Agreement for the first Option Term in order to ensure that it is reasonable.

As part of that analysis, DSS inquired with RTC regarding its current pricing. RTC advised that, rather than charge per case note, as they do under the Agreement, RTC now usually charges per line of transcribed text, at a rate of between 11 and 14 cents per line. With approximately 55 lines of text per page, on average, that works out to \$6.05 to \$7.70 per page. However, under the Agreement, the County is paying a flat rate of \$4.99 per case note, which is

typically one or two pages. Accordingly, the pricing for the first Option Term under the Agreement appears very favorable compared to RTC's current pricing.

In addition, DSS investigated the marketplace and found that a number of transcription services charge per minute of transcription, rather than per-case note or per-word transcribed. DSS finds per-minute pricing offers of between 70 cents and \$2.45. With approximately 300 words on a single page, on average, if a person can transcribe at an effective speed of 70 words per minute (even with re-playing certain passages, etc.), that works out to between \$3.00 and \$10.50 per page. Again, under the Agreement, the County is paying a flat rate of \$4.99 per case note, which is typically one or two pages. Therefore, the pricing for the first Option Term under the Agreement appears favorable compared to the per-minute pricing DSS found in the marketplace.

Taking all of the foregoing into consideration, DSS's analysis has found that the price specified in the Agreement for the first Option Term is reasonable.

Accordingly, the County respectfully requests authority from your Honorable Board to exercise its first one-year option under the Agreement and therefore amend the Agreement by, 1.) extending the term thereof by one (1) year, to a new termination date of January 31, 2018, and 2.) reflecting the fact that the County will have five (5) one (1) year options remaining under the Agreement (the "First Amendment").

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed First Amendment will serve a public purpose by providing the County with the Services for an additional year, which will enable the County's caseworkers to continue 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 First Amendment is to provide the County with the Services for an additional year, which will enable the County's caseworkers to continue 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 First Amendment is in the best interests of the County in terms of health and safety, as enabling the County's caseworkers to continue 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 goals and objectives of the proposed First Amendment 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 - 03/16/2017 - LISA MRIJAJ, 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 exercise its first one-year option under its agreement with Czerenda's Court Reporting Service, Inc. d/b/a Reporters Transcription Center ("RTC"), pursuant to which RTC was to 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 (the "Initial Term"), with the County having the sole option to renew the agreement for up to six (6) one-year terms thereafter (each an "Option Term"), with the approved budget specifying the same unit price for each such Option Term as for the Initial Term (the "Agreement") and therefore amend the Agreement by, 1.) extending the term thereof by one (1) year, to a new termination date of January 31, 2018, and 2.) reflecting the fact that the County will have five (5) one (1) year options remaining under the Agreement; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of the Agreement shall remain in full force and effect; 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.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
ESSEX COUNTY SECRETARY

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2017	101	22	0010	4420	-----	\$69,667
2018	101	22	0010	4420	-----	\$6,333

Budget Funding Year(s): 2017
(must match resolution)

Start Date: 02/01/17 End Date: 01/31/18

Funding Source
\$76,000
(must match resolution)

Tax Dollars: 42%
State Aid: 23%
Federal Aid: 35%
Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/16/2017 - LISA MARIJAJ SECRETARY