

George Latimer  
County Executive

Department of Probation

Rocco A. Pozzi  
Commissioner

**60772**

DATE: January 12, 2018

TO: Board of Acquisition and Contract

FROM: Rocco A. Pozzi  
Commissioner of Probation

Marguerite Beirne  
Interim Chief Information Officer

RE: Authority to enter into an agreement with AutoMon, LLC (IT-1505), pursuant to which it will provide the County with its 'Ce Check-In' service, and set-up and training work for that service, for a term commencing upon execution and continuing through June 5, 2019, for an amount not-to-exceed \$14,088.30.

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Authority is hereby requested from your Honorable Board for the County of Westchester (the "County") to enter into an agreement with AutoMon, LLC ("AutoMon"), pursuant to which AutoMon will provide the County with its 'Ce Check-In' service, which includes remote supervision and interviews of low-risk probationers, and provide set-up and training work for that service, for a term commencing upon execution and continuing through June 5, 2019, for an amount not-to-exceed \$14,088.30, payable at a daily rate for each day it provides the 'Ce Check-In' service, and otherwise pursuant to an approved budget (the "Agreement").

By a resolution approved on February 2, 2017, your Honorable Board authorized the County to enter into an agreement with AnyTransactions, Inc. ("AnyTransactions"), pursuant to which AnyTransactions was to provide the County with its AnyTrax self-reporting product ("AnyTrax SR"), for remote supervision and interviews of low-risk probationers, for the period from January 1, 2017 through December 31, 2017, for an amount not-to-exceed \$30,000.00, pursuant to an approved budget.

The County was recently notified that AnyTransactions was going out of business, and it ceased operations on October 20, 2017.

Administrative Office

AnyTrax SR was integrated with the County's case management system, which is provided by AutoMon. The Department of Probation (the "Department") has determined that such integration of the self-reporting system and the case management system (the "Integration") is absolutely necessary in the self-reporting system that replaces AnyTrax SR. The Department has been able to find only one vendor that currently offers the Integration: AutoMon. Notably, since AutoMon provides the case management system, any third-party company that wishes to establish the Integration, as AnyTransactions did, would need to have not only time and money to develop it, but also AutoMon's consent. Therefore, it is uncertain whether any third-party will, in the future, offer the Integration. However, at present, AutoMon is the only practicable source for a service with the required Integration.

Accordingly, the Department recommends that your Honorable Board deem the proposed Agreement to be a sole source procurement pursuant to Section 9 of the County's Procurement Policy.

The proposed Agreement will serve a public purpose by enabling the Department to use remote supervision and interviews of low-risk probationers, thereby freeing up staff time to concentrate on higher risk clients.

The goal and objective of the proposed Agreement is to enable the Department to use remote supervision and interviews of low-risk probationers, thereby freeing up staff time to concentrate on higher risk clients.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of fiscal responsibility, as efficiently holding low-risk probationers accountable to the requirements of their probation sentences enables the administrative caseload unit to utilize three probation officers instead of five. The goal and objective of the proposed Agreement is also in the best interests of the County in terms of public safety, as it will enable the Department concentrate supervision resources on high risk clients who exhibit both a greater potential for violating their terms of probation and a greater probability for committing more dangerous or damaging offenses when resuming illegal activity than those in the administrative caseload unit.

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

RAP/JD/bdm/nn

## RESOLUTION

Upon a communication from the Commissioner of the Department of Probation and the Interim Chief Information Officer, Department of Information Technology, be it hereby:

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with AutoMon, LLC ("AutoMon"), pursuant to which AutoMon will provide the County with its 'Ce Check-In' service, and set-up and training work for that service, for a term commencing upon execution and continuing through June 5, 2019, for an amount not-to-exceed \$14,088.30, payable at a daily rate for each day it provides the 'Ce Check-In' service, and otherwise pursuant to an approved budget (the "Agreement"); and be it further

**RESOLVED**, that this Agreement is deemed to be a sole source procurement pursuant to Section 9 of the Westchester County Procurement Policy; 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 take such action and execute such documents as may be necessary and appropriate to effectuate the purposes of this Resolution.

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Account to be charged/credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
101	39	1000	4380		\$14,088.30

Budget Funding Years: 2018 Start Date: Upon Execution End Date: 06/05/19  
(must match resolution)

Funding Source Tax Dollars: \$14,088.30  
State Aid: \_\_\_\_\_  
\$14,088.30 Federal Aid: \_\_\_\_\_  
(must match resolution) Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/15/2018 - LISA MRNJAN SECRETARY