

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

62661

Date: April 9, 2018

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Marguerite Bernie
Interim 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 a certain subcontractor 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 "Agreement"). The Agreement was subsequently executed.

Thereafter, by resolution approved on March 17, 2017, your Honorable Board approved a resolution authorizing the County, acting by and through DSS, to approve Digiscribe International, LLC and Performance Connectivity, Inc. to act as subcontractors to perform portions of the work under the Agreement (the "First Amendment"). The First Amendment was subsequently executed.

Arc of Westchester is now requesting permission for Shred-it USA, 7734 S 133rd Street, Omaha NE 68138 ("Shred-it") to serve as an additional subcontractor to perform portions of the work under the Agreement. Specifically, Shred-it will pick up boxes already indexed by Digiscribe and shred the documents contained therein. The proposed subcontractor has been investigated and DSS 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.

A Resolution to accomplish the foregoing is attached.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/10/2018 - LISA MRIJAJ, SECRETARY

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 Shred-it USA as an additional subcontractor 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 |
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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