

To: The Honorable Board of Acquisition and Contract

From: Millard J. Hyland, M.D.
Medical Examiner/ Pathologist
Department of Labs & Research

Date: December 10, 2009

Re: **Resolution authorizing the County of Westchester to exercise its first option with On Assignment Staffing Services, Inc., for the provision of temporary lab personnel on an as-needed basis, at a total cost to the County not-to-exceed Two Hundred Nineteen Thousand Two Hundred Eighty Dollars and Sixty-Two Cents (\$219,280.62), for this one (1) year extension period, commencing on January 1, 2010 and terminating on December 31, 2010.**

On January 29, 2009 your Honorable Board approved a resolution (the "2009 Resolution") that authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with On Assignment Staffing Services, Inc., for the provision of temporary lab personnel on an as-needed basis, at a total annual cost to the County not-to-exceed Two Hundred Thirty-Eight Thousand One Hundred Forty Eight (\$238,148.00) Dollars for the one (1) year period commencing on January 1, 2009 and terminating on December 31, 2009, with options exercisable in the County's sole discretion to renew the agreement for four (4) additional one (1) year periods, at a renewal rate subject to negotiation at the time of the renewal.

The County, acting by and through the Department of Labs and Research (the "Department"), is now desirous of exercising its first option to renew the Agreement for an additional one-year term at a total amount not-to-exceed Two Hundred Nineteen Thousand Two Hundred Eighty Dollars and Sixty-Two Cents (\$219,280.62), for this one (1) year extension period. Accordingly, authority is hereby requested from your Honorable Board for the County to exercise its option to renew the agreement for an additional one (1) year term to be paid in accordance with the rates set forth in Schedule "A" annexed hereto.

The public purpose served by this contract is the public health and safety of the residents of Westchester County through the Lab's ability to perform forensic evidence and public health sample analysis. On Assignment's temporary lab personnel will assist the laboratory analysts of the County's Department of Labs & Research (the "Department") in performing quality assurance functions in the lab. They will help to clean, maintain, and calibrate instruments. They will assist the County's analysts in setting up testing runs, and will assist in the preparation and testing of reagents. In addition, the temporary lab personnel will be used to assist in the evidence receiving area. By having temporary technicians from Lab Support perform these functions,

staff analysts can focus on analyzing case work. In addition, the temporary lab personnel from On Assignment will assist the County's analysts in conducting environmental, microbiological, forensic and toxicological analysis.

The goal and objective of the Agreement is to provide the residents of Westchester County with the most qualified temporary lab personnel to conduct forensic and public health analysis. The value and importance are in the best interest of the County in terms of ensuring continued public health and safety. The goals and objectives will be tracked and monitored by each division which maintains attendance records and the proficiency of the temporary personnel. These personnel are paid on an hourly basis for which the County is billed weekly. Division heads approve weekly timesheets which are forwarded to the vendor and returned with the weekly billing. Because most of this first option period will be funded by grants, the Department will also maintain records which reflect what forensic cases have been worked on by On Assignment's temporary personnel.

On Assignment has always been very responsive to the Department's needs and has historically provided the Department with excellent service at a good price. Accordingly, I recommend that your Honorable Board approve the attached resolution authorizing the County to exercise its first option to renew the Agreement with On Assignment.

MJH/jpi
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-21-2010 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from Dr. Millard Hyland, M.D., Medical Examiner/Pathologist, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to exercise its first option to renew an agreement (the "Agreement") with On Assignment Staffing Services, Inc., for the provision of temporary lab personnel on an as-needed basis, at a total annual cost to the County not-to-exceed Two Hundred Nineteen Thousand Two Hundred Eighty Dollars and Sixty-Two Cents (\$219,280.62) for the one (1) year first option period, in order to extend the term of the Agreement for the one (1) year period commencing on January 1, 2010 and terminating on December 31, 2010 to be paid in accordance with rates set forth in Schedule "A" annexed hereto; and be it further

RESOLVED, that all remaining material terms and conditions of the Agreement shall remain the same; and it is further

RESOLVED, that the County Executive, or his duly authorized designee, is hereby authorized to execute such documents and take such actions as may be necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	31	255J	4380	T-255	\$60,856
263	31	860J	4380	T-860	\$99,758.62
263	31	860I	4380	T-860	\$38,666
101	31	4000	4380		\$20,000

Budget Funding Year(s) 2010 Start Date 01/01/10 End Date 12/31/10
(must match resolution)

Funding Source Tax Dollars \$20,000

State Aid \$199,280.62

219,280.62 Federal Aid _____

(must match resolution)

Other _____

SCHEDULE A

Westchester County Department of Labs & Research PERSONNEL SERVICE RATES 2009 - 2010

<u>Job Level</u>	<u>Years Experience</u>	<u>Hourly Bill Rates</u>
<u>Technical</u>		
T	1-2	22.50
<u>Professional</u>		
P1	0-1	27.25
P2	1-2	30.65
P3	2-4	34.25
P4	4-8	38.50+

TEMPORARY TO REGULAR/FULL TIME CONVERSION FEES:

Months of Completed Temporary Service	0	1	2	3	4	5	6
Percentage of Annual Compensation	25%	21%	17%	13%	9%	5%	0%

BILL RATE INCLUDES:

- ✓ Employee's pay rate
- ✓ Laboratory grade Worker's Compensation
- ✓ Liability Insurance
- ✓ Employer's portion of social security
- ✓ Unemployment Insurance
- ✓ Employee benefits program - including medical & dental coverage options, direct deposit, paid holidays and employee appreciation bonus
- ✓ OSHA-compliant Health & Safety program

Plus... A Scientifically Degreed Staffing Consultant who can quickly and easily supply you with qualified personnel for your laboratory.