



Memorandum
Office of the County Clerk

ID#64461

DATE: July 31, 2018

TO: Board of Acquisition & Contract

FROM: Timothy C. Idoni
County Clerk

Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Authorization to enter into no cost license agreements with local municipalities and state and federal offices for remote access to the Westchester County Clerk's Land and Legal Public Viewer, officially known as *Westchester Records Online*, for a one (1) year period commencing January 1, 2019 and continuing through December 31, 2019, with the County Clerk's Office reserving an option to extend the agreements for up to four (4) additional one year periods

By resolution approved on July 18, 2013, your Honorable Board authorized the County of Westchester (the "County") to enter into no cost license agreements with local municipalities and state and federal offices, on an as needed basis, for remote access to the County Clerk's Land and Legal Public Viewer, officially known as *Westchester Records Online*, for a period of one (1) year from January 1, 2014 to December 31, 2014, with the County Clerk's option to extend the agreements for four (4) additional one (1) year periods. The last extension option for the agreements is due to expire on December 31, 2018.

In order to enable local municipalities and state and federal offices to continue to access these online services after December 31, 2018, the County Clerk's Office would like to offer the opportunity to enter into new license agreements for a one (1) year period commencing on

January 1, 2019 and ending on December 31, 2019, with the County Clerk's option to renew the license for four (4) one-year periods.

Accordingly, authority is respectfully requested for the County, acting by and through the Office of the County Clerk, to enter into no cost license agreements with local municipalities and state and federal offices, on an as needed basis, for remote access to the County Clerk's *Westchester Records Online*, for a one (1) year period from January 1, 2019 and continuing through December 31, 2019, with the County Clerk reserving an option to extend the term of the license agreements for up to four (4) additional one-year periods upon the same terms and conditions.

The goals and objectives of these agreements will be to provide governmental offices with a license for a designated number of users to have remote online access to the County Clerk's *Westchester Records Online*. The goals and objectives are in the best interests of the County because remote access will streamline the process of records searches for our government partners, thereby eliminating the need for personal visits to the County Clerk's Office. These agreements will be monitored by the County Clerk's Office to ensure compliance with the license terms.

The agreements are exempt from the Westchester County Procurement Policy pursuant to Section 3(b) thereof.

It should be noted that the terms of the proposed license agreement form have been reviewed and approved by the Department of Information Technology. Based upon the benefits to be realized by these license agreements, approval of the attached Resolution is respectfully recommended.

RESOLUTION

Upon a communication from Westchester County Clerk and the Chief Information Officer, be it hereby

RESOLVED, that the County of Westchester (“County”) is authorized to enter into no cost license agreements with local municipalities and state and federal offices on an as needed basis for remote online access to the Westchester County Clerk’s Land and Legal Public Viewer, officially known as *Westchester Records Online*, for a one-year period commencing January 1, 2019 and continuing through December 31, 2019, with the County Clerk reserving an option to extend the term of the license agreements for up to four (4) additional one-year periods upon the same terms and conditions; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
					\$0

Budget Funding Year(s) 2019 Start Date January 1, 2019 End Date December 31, 2019
 (must match resolution)

Funding Source	Tax Dollars	<u>\$0</u>
	State Aid	<u>\$0</u>
<u>\$ 0</u>	Federal Aid	<u>\$0</u>
(must match resolution)	Other	<u>\$0</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/20/2018 - LISA MARIJAJ, SECRETARY

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