



Department of Emergency Services

Memorandum

OnBase #73960

DATE: January 7, 2020

TO: Board of Acquisition and Contract

FROM: John M. Cullen, Commissioner of Emergency Services

RE: Authority to enter into an agreement with the New York State Technology Enterprise Corporation to update the County's Communication Assets Survey and Mapping Tool (CASM), for a term commencing upon execution and expiring on August 31, 2020, in an amount not-to-exceed \$40,185.48 in state funds, pursuant to an approved budget.

As your Honorable Board may recall, on November 4, 2010, your Honorable Board approved a resolution authorizing the County of Westchester ("County"), acting by and through its Department of Emergency Services ("Department"), to enter into an agreement with New York State Technology Enterprise Corporation ("NYSTEC") for the provision of services to improve common planning, operational protocols and emergency responder skills and capabilities relating to emergency services radio communications, which services included, among other things, taking an inventory of radio communications equipment and entering data into a certain Communication Assets Survey and Mapping Tool (the "CASM") as well as training staff on the use of CASM. The agreement was successfully completed.

Moreover, on August 29, 2017, your Honorable Board approved a resolution authorizing the County to enter into a certain grant agreement with the New York State Division of Homeland Security and Emergency Services to accept a grant in the amount of \$1,320,181.00 ("Grant") in federal funding to assist the County in its efforts to address equipment, training and planning needs in order to enhance the County's ability to prevent, deter, respond to, and recover from threats or acts of terrorism and mitigate man-made and natural hazards, in compliance with the federal program entitled FY17 Urban Area Security Initiative (WM2017 NYC UASI), for the period from September 1, 2017 through August 31, 2020.

Authority is now being requested from your Honorable Board for the County to enter into an agreement ("Agreement") with NYSTEC to update the County's CASM. In consideration for the services to be rendered, the County will pay NYSTEC an amount not-to-exceed \$40,185.48 in grant funds, pursuant to an approved budget, payable at the rates set forth in that certain Contract PN205AA (formerly Original Contract PN20500) with the New York State Office of General Services. The Agreement will have a term commencing upon execution of the Agreement by both parties and expiring on August 31, 2020, so that the term of the Agreement is coterminous with the term of the Grant Agreement.

The proposed resolution seeks authorization to engage NYSTEC to assist the County in updating the CASM. The goals and objectives of the Agreement are, among other things, to validate and update the current CASM content and identify new data to ensure quality and completeness of the information to be entered into the CASM. NYSTEC will work with the County to identify agencies that currently operate their own Land Mobile Radio (LMR) system or are otherwise not supported by the County's LMR system(s). As data is gathered and validated, NYSTEC will prepare and enter the updated data into the CASM. NYSTEC will also verify the current list of certified Communications Unit Leaders (COMLs), Communications Technicians (COMT's) and Radio Operators (RADO) in the County and update the required information into the CASM. In addition, if needed and upon agreement with the County, NYSTEC will create an online survey tool to aid in identifying and validating the County's emergency radio communications operable and interoperability assets. The results of the survey will serve as a baseline of the assets available to the County and aid in the updating of the CASM. The Department will track and monitor the goals and objectives of the Agreement in order to evaluate the success of the program's impact on public safety and public health.

This Agreement is exempt from the procedures of the County's Procurement Policy pursuant to Section 3(a)(i) as the Agreement is through the New York State Office of General Services) Contract Number PN205AA.

Approval of the attached resolution by your Honorable Board is respectfully requested.

JC/JC/CMC
Attachment

RESOLUTION

Upon a communication from the Commissioner of Emergency Services, be it hereby

RESOLVED, that the County of Westchester (“County”) is authorized to enter into an agreement (“Agreement”) with the New York State Technology Enterprise Corporation (“NYSTEC”) payable at the rates set forth in that certain NYSOGS Contract Number PN205AA (formerly Original Contract PN20500) to update the County’s Communication Assets Survey and Mapping Tool (“CASM”); and be it further

RESOLVED, that the Agreement shall have a term commencing upon execution of the Agreement by both parties and expiring on August 31, 2020; and be it further

RESOLVED, that in consideration for the services rendered, the County shall pay NYSTEC an amount not-to-exceed \$40,185.48 pursuant to an approved budget; 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 NYSTEC, then NYSTEC shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	20	391S	4380	T391	\$40,185.48

Budget Funding Year(s) 2017-2020 Start Date Upon Execution End Date 08/31/2020
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$40,185.48 Federal Aid \$40,185.48
 (must match resolution)
 Other _____