

George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

79427

Date: September 11, 2020

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Marguerite Bernie
Chief Information Officer, Department of Information Technology

Re: Authority for the County of Westchester to extend an Agreement with Arc of Westchester, Westchester County Chapter, NYSARC, Inc. on behalf of its eDocNY program, for provision of document management services for the County's Department of Social Services, including scanning, indexing, storage, destruction and mailroom services, for the period from September 16, 2020 through November 30, 2020, at no additional cost to the County.

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 (the "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, payable at approved rates, not-to-exceed the total aggregate sum of \$3,600,000.00 (the "Initial Term"), with the County having the sole option to renew the agreement for up to two (2) additional one (1) year renewal terms (each an "Option Term") under the same terms and conditions and payable at the same rates as the Initial Term. The Agreement was subsequently executed.

Thereafter, by resolution approved on March 16, 2017, your Honorable Board authorized the County, acting by and through DSS, to approve Digiscribe International, LLC ("Digiscribe") and Performance Connectivity, Inc. ("PCI") to serve as subcontractors to perform portions of the work under the Agreement (the "First Amendment"). Specifically, Digiscribe was retained by Arc to perform scanning and indexing services and PCI was retained to provide software and technical support in connection with the development and implementation of the self-scan customer kiosks. The First Amendment was subsequently executed.

Thereafter, by resolution approved on May 10, 2018, your Honorable Board authorized the County, acting by and through DSS, to approve Shred-it USA (“Shred-It”) to serve as an additional subcontractor to perform portions of the work under the Agreement (the “Second Amendment”). Specifically, Shred-it was retained by Arc to pick up boxes already indexed by Digiscribe and shred the documents contained therein. The Second Amendment was subsequently executed.

Thereafter, by resolution approved on August 16, 2018, your Honorable Board authorized the County, acting by and through DSS, to exercise the first of its two (2) renewal options under the Agreement for the provision of document management services (the “First Option Term”) for the period from September 16, 2018 through September 15, 2019 for an amount not-to-exceed \$850,000 (the “Third Amendment”). The Third Amendment was subsequently executed.

Most recently, by resolution approved on August 9, 2019, your Honorable Board authorized the County, acting by and through DSS, to exercise the second of its two (2) renewal options under the Agreement for the provision of document management services (the “Second Option Term”) for the period from September 16, 2019 through September 15, 2020 for an amount not-to-exceed \$850,000 (the “Fourth Amendment”). The Fourth Amendment was subsequently executed.

As noted above, pursuant to the terms of the Agreement, Arc of Westchester subcontracted with Shred It for the ongoing shredding of indexed documents. Due to COVID-19 restrictions & lockdowns, Arc of Westchester, in conjunction with Shred It, were unable to complete the shredding of the remaining boxes of indexed documents before the 9/15/2020 expiration date of the Second Option Term. In order to provide additional time for Arc of Westchester and Shred It to complete the shredding services required under the Agreement, it will be necessary to enter into a no-cost extension of the Agreement through November 30, 2020.

Accordingly, authority is now requested to further amend the Agreement with Arc of Westchester for the provision of document management services, including scanning, indexing, storage, destruction and mailroom services, by extending the term thereof through November 30, 2020, at no additional cost to the County.

During the extension period, Arc of Westchester shall be authorized to continue to subcontract with Shred-it USA, 7734 S 133rd Street, Omaha NE 68138, to provide the document shredding services

Except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement, as previously amended, shall remain in full force and effect upon the parties.

A Resolution to accomplish the foregoing is attached.

KMM/BG/jpg
Attachment

RESOLUTION

Upon a communication from the Commissioner of Social Services and the Chief Information Officer, Department of Information Technology, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Social Services (the “County”), is hereby authorized to further amend an agreement (the “Agreement”) with Arc of Westchester, Westchester County Chapter, NYSARC, Inc., on behalf of its eDocNY program (“Arc of Westchester”), for provision of document management services for the County’s Department of Social Services, including scanning, indexing, storage, destruction and mailroom services, by extending the term of the Agreement from September 16, 2020 through November 30, 2020, at no additional cost to the County; and be it further

RESOLVED, that during the extension period, Arc of Westchester shall be authorized to continue to subcontract with and Shred-it USA, 7734 S 133rd Street, Omaha NE 68138, to provide document shredding services; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement, as previously amended, shall remain in full force and effect upon the parties; and be it 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

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
N/A						0

Budget Funding Year(s): 2020
(must match resolution)

Start Date: 09/16/2020

End Date: 11/30/2020

Funding Source

\$ 0
(must match resolution)

Tax Dollars:
State Aid:
Federal Aid:
Other: