

George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

82731

Date: February 16, 2021

To: Board of Acquisition and Contract

From: Leonard G. Townes
Commissioner of Social Services

Marguerite Beirne
Chief Information Officer, Department of Information Technology

Re: Authority to amend a resolution approved on October 8, 2020 which authorized the County of Westchester to amend 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 for the County's Department of Social Services to extend the term thereof from September 16, 2020 through November 30, 2020, by reflecting: 1) a retroactive extension of the Agreement from September 16, 2020 through August 31, 2021; 2) retroactive authorization for Arc of Westchester to subcontract with Shred-it USA during the period from September 16, 2020 through November 30, 2020; and 3) retroactive authorization for Arc of Westchester to subcontract with NYC AHRC SHREDability, during the period from December 1, 2020 through August 31, 2021.

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 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.

Thereafter, 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.

Most recently, by resolution approved on October 8, 2020 (the "October 8th Resolution"), your Honorable Board authorized the County, acting by and through DSS, to further amend the Agreement to extend the term thereof from September 16, 2020 through November 30, 2020, at no additional cost to the County, in order to provide additional time for Arc of Westchester and Shred It to complete the shredding services required under the Agreement (the "Fifth Amendment"). The Fifth Amendment has not yet been 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. However, due to COVID-19 restrictions & lockdowns, Arc of Westchester and 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. Nevertheless, in an effort to complete the services required under the Agreement, Arc of Westchester and Shred It continued to perform shredding services through November 30, 2020. There now remain 2,442 boxes of documents that must be destroyed. In order to complete the destruction, Arc of Westchester has selected a new subcontractor, NYC AHRC SHREDability, to perform these services going forward. In order to provide additional time for Arc of Westchester and NYC AHRC SHREDability to complete the shredding services required under the Agreement, it will be necessary to amend the October 8th Resolution to reflect: 1) a retroactive extension of the Agreement from September 16, 2020 through August 31, 2021; 2) retroactive authorization for Arc of Westchester to subcontract with Shred-it USA to provide document shredding services during the period from September 16, 2020 through November 30, 2020; and 3) retroactive authorization for Arc of Westchester to subcontract with NYC AHRC SHREDability to provide document shredding services during the period from December 1, 2020 through August 31, 2021.

Accordingly, authority is now requested to amend the October 8th Resolution to reflect: 1) a retroactive extension of the Agreement from September 16, 2020 through August 31, 2021; 2) retroactive authorization for Arc of Westchester to subcontract with Shred-it USA, 7734 S 133rd Street, Omaha NE 68138, to provide document shredding services during the period from September 16, 2020 through November 30, 2020; and 3) retroactive authorization for Arc of Westchester to subcontract with NYC AHRC SHREDability, 83 Maiden Lane, New York, N.Y. 10038, to provide document shredding services during the period from December 1, 2020 through August 31, 2021.

It should be noted that Arc of Westchester will be compensated for the aforesaid services at the unit rates set forth in the Agreement, using unused funds already allocated under the Fourth Amendment. As such, there will be no increase in the not-to-exceed cap of \$850,000.

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the October 8th Resolution will remain in full force and effect upon the parties.

A Resolution to accomplish the foregoing is attached.

LGT/BG/CH/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 resolution approved on October 8, 2020 (the "October 8th Resolution") which authorized the County of Westchester, acting by and through its Department of Social Services (the "County"), 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") to provide document management services for the County's Department of Social Services by extending the term of thereof from September 16, 2020 through November 30, 2020, at no additional cost to the County, is hereby amended to reflect: 1) a retroactive extension of the Agreement from September 16, 2020 through August 31, 2021; 2) retroactive authorization for Arc of Westchester to subcontract with Shred-it USA, 7734 S 133rd Street, Omaha NE 68138, to provide document shredding services during the period from September 16, 2020 through November 30, 2020; and 3) retroactive authorization for Arc of Westchester to subcontract with NYC AHRC SHREDability, 83 Maiden Lane, New York, N.Y. 10038, to provide document shredding services during the period from December 1, 2020 through August 31, 2021; and be it further

RESOLVED, that Arc of Westchester will be compensated for the aforesaid services at the unit rates set forth in the Agreement, using unused funds already allocated under the Fourth Amendment to the Agreement; and be it further.

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of set forth in the October 8th Resolution shall remain in full force and effect; 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: 8/31/2021

Funding Source

\$ 0
(must match resolution)

Tax Dollars:

State Aid:

Federal Aid:

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/01/2021 - LISA MARIJAN, SECRETARY