

Robert P. Astorino
County Executive

Department of Social Services

Dr. Grant E. Mitchell, MD
Acting Commissioner

13260

DATE: August 3, 2010

TO: Board of Acquisition & Contract

FROM: Grant E. Mitchell, MD, Acting Commissioner
Department of Social Services

RE: Authority to enter into a Memorandum of Agreement with the State of New York, acting by and through its Office of Children and Family Services ("OCFS"), pursuant to which OCFS will provide the Department of Social Services with laptop/desktop equipment and related services valued at \$83,250 to support Child Protective caseworkers in completing their documentation in a timely and efficient manner

The County of Westchester, acting by and through the Department of Social Services (the "Department"), seeks authority from your Honorable Board to enter into a Memorandum of Agreement ("MOA") with the State of New York, acting by and through its Office of Children and Family Services ("OCFS"), pursuant to which OCFS will provide the Department with laptop/desktop equipment as well as installation and maintenance services valued at \$83,250 to support Child Protective caseworkers in completing their documentation in a timely and efficient manner. The MOA will commence upon signature by both parties and remain in effect until the equipment becomes obsolete or is replaced, or the MOA is terminated by either party upon thirty (30) days written notice.

The 2009-10 State Budget contains an appropriation to OCFS of up to \$940,000 in state funds for services and expenses to demonstrate the use of portable information technology as a productivity enhancement in the delivery of child protective services. The Department was selected by OCFS to participate in this demonstration project. OCFS will purchase the laptop/desktop equipment and services using a portion of the appropriation and make them available to the Department. It is to be noted that this is a non-monetary transaction between OCFS and the Department of Social Services.

The MOA will serve a public purpose by enhancing the delivery of child protective services.

The goals and objectives of the MOA are to provide the Department with laptop/desktop equipment as well as installation and maintenance services for the equipment. The goals and objectives are in the best interest of the County in terms of public health and safety as these mobile devices will ensure timely and accurate documentation of child protective activities within the mandated timeframe, facilitate the entry of case notes into the statewide

child welfare database and free caseworkers to pursue the vital family engagement activities on their cases. The goals and objectives will be monitored and tracked by OCFS staff with oversight authority as to who will be authorized to utilize the laptops, to assess compliance with documentation requirements and the overall quality of work with a family.

The MOA is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(iii) thereof.

Accordingly, I recommend adoption of the proposed resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 8-19-2010 - JOMARY VIEIRA, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE ACTING COMMISSIONER, WESTCHESTER COUNTY DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester, acting by and through the Department of Social Services (the "Department"), is hereby authorized to enter into a Memorandum of Agreement ("MOA") with the State of New York, acting by and through its Office of Children and Family Services ("OCFS"), pursuant to which OCFS will provide the Department with laptop/desktop equipment as well as installation and maintenance services valued at \$83,250 to support Child Protective caseworkers in completing their documentation in a timely and efficient manner; and be it further

RESOLVED, that the MOA will commence upon signature by both parties and remain in effect until the equipment becomes obsolete or is replaced, or the MOA is terminated by either party upon thirty (30) days written notice; and be it further

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

Recommended for Approval

Account to be Charged/Credited

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

Budget Funding Year(s): N/A Start Date: Upon Execution End Date: N/A
 (must match resolution)

Funding Source Tax Dollars: N/A
 State Aid: N/A
\$N/A Federal Aid: N/A
 (must match resolution) Other: N/A