

Robert P. Astorino
County Executive

Department of Social Services

Grant Mitchell, MD
Acting Commissioner

15330

To: Board of Acquisition and Contract

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

Date: November 16, 2010

Re: Authority to enter into Letters of Revenue Intercept with the State of New York, acting by and through its Office of Children and Family Services and Office of Temporary and Disability Assistance to purchase computer equipment for Child Welfare Services and Office of Child Support Enforcement at a total cost not to exceed \$130,000, pursuant to an approved budget and subject to appropriations

The County of Westchester, acting by and through the Department of Social Services (the "Department"), seeks authority from your Honorable Board to enter into Letters of Revenue Intercept with the State of New York acting by and through its Office of Children and Family Services and Office of Temporary Disability Assistance (the "State"), to purchase computer equipment and services at a total cost not to exceed \$130,000, pursuant to an approved budget and subject to appropriations. The purchase transaction will commence upon the State's receipt of the Letters of Revenue Intercept signed by the Commissioner of Social Services and remain in effect until the equipment becomes obsolete or is replaced, or the Letter of Revenue Intercept is terminated by either party upon thirty (30) days written notice.

The services provided pursuant to this agreement achieve a public purpose by enhancing the delivery of child welfare and child support enforcement services.

The goals and objectives of this agreement are to purchase 324 computer workstations for staff in child welfare services and 103 computer workstations for staff in child support enforcement services, which is a total of 427 new computer workstations, to support the ability of caseworkers and staff to serve customers and meet mandates in a timely and efficient manner. These workstations will replace computers that were purchased between the period of 2003 and 2005. The State of New York Office of Children and Family Services and Office of Temporary Disability Assistance agree to pay 83% and 75% of the cost of the equipment respectively, as well as, all expenses associated with 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 workstations will ensure timely and accurate documentation of child welfare and child support activities within the mandated timeframes, as well as facilitate the entry of notes into the state applications and databases and provide an enhanced ability to access information, as well as free caseworkers and staff to pursue family engagement and child support activities on their cases.

The goals and objectives of this agreement are in the best interest of the County in terms of fiscal responsibility because the State is paying the bulk of the expenses for the purchase of the equipment, as well as all expenses associated with the installation and maintenance services of the equipment. The computers currently used by County staff were purchased between 2003 and 2005 and are no longer effective in providing efficiencies in worker productivity and information sharing.

The goals and objectives of this contract will be tracked and monitored by Department staff, who will coordinate with the State of New York the purchase of the equipment, and oversee the installation and maintenance of the computer workstations.

This Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) (iii) of that Policy.

An appropriate resolution is attached herewith seeking your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACT - 12-16-2010 - JOHANNY VIET, SECRETARY

RESOLUTION

Upon communication from the Acting Commissioner of Social Services, be it hereby

RESOLVED, that the County of Westchester, by and through its Department of Social Services (“Department”), is hereby authorized to enter into Letters of Revenue Intercept with the State of New York, acting by and through its Office of Children and Family Services and Office of Temporary Disability Assistance, to purchase computer equipment for Child Welfare Services and Office of Child Support Enforcement at a total cost not to exceed \$130,000; and be it further

RESOLVED, that the purchase transaction will commence upon the receipt of the Letter of Revenue Intercept signed by the Commissioner of Social Services and remain in effect until the equipment becomes obsolete or is replaced, or the Letter of Revenue Intercept 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 is authorized to execute any and all documents necessary to effectuate the purposes hereof.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	9813	-----	(\$32,500)
101	22	8900	9820	-----	(\$97,500)

Budget Funding Year(s) 2010 Start Date: Upon Execution End Date: N/A
(must match resolution)

Funding Source Tax Dollars: N/A
State Aid: N/A
(\$130,000) Federal Aid: N/A
(must match resolution) Other: