



Robert P. Astorino
County Executive

Department of Social Services

Kevin McGuire
Commissioner

16724

DATE: January 10, 2011

TO: Board of Acquisition and Contract

FROM: Kevin McGuire, Commissioner
Department of Social Services

SUBJECT: Authority for the County of Westchester, acting through its Department of Social Services, to exercise its first option to extend the agreement with GIO Express, Inc. for the provision of private messenger services to support the administrative operations of the Department of Social Services Office of Child Support Enforcement by extending the contract for one (1) additional year commencing on February 1, 2011 and terminating on January 31, 2012 in an amount not to exceed \$17,000 to be paid monthly pursuant to an approved budget and subject to appropriation.

By resolution approved on February 18, 2010 (the "February 18th Resolution"), your Honorable Board authorized the County of Westchester, acting through its Department of Social Services, to enter into an agreement with GIO Express, Inc. for the provision of private messenger services to support the administrative operations of the Department of Social Services' Office of Child Support Enforcement for the period from February 1, 2010 through January 31, 2011 for an amount not to exceed \$17,000 to be paid pursuant to an approved budget with the County having the option to extend the contract for two (2) additional one year terms with the same terms and conditions; provided, however, that for the second and third year of the contract, the not-to-exceed amount payable to the Contractor will be increased by 50% of the percentage, if any, that the Consumer Price Index in the month of September of the current contract year has increased over the C.P.I. in the month of September of the preceding year. The agreement was subsequently executed. It is to be noted that the selection of the vendor was made through a Bid process

The County of Westchester, acting through its Department of Social Services, now seeks the authority to exercise the first option to extend the agreement with GIO Express, Inc. for the provision of private messenger services by extending the contract for one (1) additional year commencing on February 1,

2011 and terminating on January 31, 2012 in an amount not to exceed \$17,000 to be paid monthly pursuant to an approved budget and subject to appropriation. There is no increase in the amount requested for this contract since the Consumer Price Index in the month of September 2010 has not increased over the C.P.I. in the month of September 2009.

This contract will serve a **public purpose** by couriering child support related documents between the Department of Social Services' Office of Child Support and the various Family Courts and other County locations. The Family Court must receive appropriate and necessary documents before the Court can proceed with child support cases. The proposed agreement would enable DSS to service its customers more efficiently and in a timely fashion.

The **goals and objectives** of using a messenger service are to provide a secure, low cost alternative for transporting mail between the Office of Child Support, located in Mount Vernon and various other locations in Westchester County. Contracted courier service helps OCSE to make timely deposits of all child support payments that are collected and improves OCSE's performance in other ways as well. Child Support payments, in cash and checks, made by respondents directly to OCSE-Court Liaison Unit staff during the course of NYS court proceedings are delivered in a secure fashion by the courier on a regular basis directly to the Support Collection Unit office in Mt. Vernon

The **goals and objectives are in the best interest of the County in terms of fiscal responsibility** as they are aimed at cutting the cost of providing messenger services by hiring an outside agency instead of hiring additional employees to perform this important task. The amount of money that the County of Westchester would commit to expend during the period of the proposed contract is a significantly lower figure than would otherwise be incurred to have this service performed by a messenger employed by County government. The numerous daily trips that are required each business day between the courts, the Westchester County Clerk's Office, and the OCSE office properly call for a dedicated, full-time messenger.

The goals and objectives **will be monitored using the performance measurement indicators** developed by the department and approved by the County Budget Office. The vendor will submit statistics and performance reports in the format approved by the Department. The Office of Child Support will be responsible for setting the milestones and tracking their achievements.

During the calendar year 2010, OCSE collected a total of \$626,586 in direct payments made by respondents in court. Also in 2010, OCSE filed 1,624 money judgments totaling \$12,424,924 with the County Clerk's Office. These judgments are filed via secure delivery by the courier. The interest that accrues on these monies commences as of the date the judgments are filed, at the rate of 9.00% per annum. Without the contracted courier service, Westchester County would not be able to file judgments such as these in a timely fashion. The contracted courier service also provides regular timely pickup and delivery of various petitions and court orders. This helps OCSE to increase its New York State performance measures such as PEP, SEP and Medical Indicator as well as its child support collections.

Except as specifically amended hereby, all other terms and conditions of the original agreement shall remain in full force and effect.

Accordingly, the County of Westchester is hereby requesting authority to exercise the first renewal option under the agreement with GIO Express, Inc.
An appropriate resolution requesting the same is attached for your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-28-2011 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that County of Westchester, acting through its Department of Social Services is authorized to exercise its first option to extend the agreement with GIO Express, Inc. for the provision of private messenger services to support the administrative operations of the Department of Social Services Office of Child Support Enforcement by extending the contract for an additional year commencing on February 1, 2011 and terminating on January 31, 2012 in an amount not to exceed \$17,000 to be paid monthly pursuant to an approved budget; and be it further

RESOLVED, that this Contract is subject to County Appropriations; 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 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 the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that except as specifically modified herein, all other terms and conditions of the original agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

APPROVED BOARD OF ACQUISITION & CONTRACTS 1-2-2011 JAMES VIEIRA SECRETARY

Account to be
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2011	101	22	8000	4420	_____	\$15,583
2012	101	22	8000	4420	_____	\$ 1,417

Budget Funding Year(s): 2011-12 Start Date: 02/01/2011 End Date: 01/31/2012
(must match resolution)

Funding Source

Tax Dollars: 19%

State Aid: 18%

Federal Aid: 63%

Other _____

\$17,000

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-28-2011 - JOMARY VIEIRA, SECRETARY