

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

23126

Date: December 23, 2011

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner
Department of Social Services

Marguerite Beirne
Chief Information Officer
Department of Information Technology

Re: Authority to enter into an agreement with SOURCECORP BPS, Inc. for the purpose of storing, retrieving and destroying case records for various divisions of the Department of Social Services for the period January 1, 2012 through December 31, 2012 for an amount not to exceed \$60,948 to be paid pursuant to an approved budget and subject to appropriations

Authority is hereby requested for the County of Westchester, acting by and through its Department of Social Services (the "Department"), to enter into an agreement with SOURCECORP BPS, Inc. ("SOURCECORP") for the purpose of storing, retrieving and destroying case records belonging to the divisions of Temporary Assistance, Medical Assistance, Food Stamp, Daycare, Child Support Enforcement, Home Energy Assistance and Child Welfare. The proposed contract shall commence January 1, 2012 and terminate December 31, 2012. In consideration for services to be rendered, the County shall pay SOURCECORP an amount not-to-exceed \$60,948 payable pursuant to an approved budget and subject to appropriations. It is to be noted that the amount requested for these services is much less than the amount requested for last year's contract. This is due to the fact that Sourcecorp will be destroying a number of closed files, and the number of files left for storage will be greatly reduced.

This agreement will serve a **public purpose** by providing safe storage, retrieval and destruction for the Department's paper case records in a manner consistent with State and County regulations.

The **goals and objectives** of the proposed agreement are the secure, confidential storage, retrieval and destruction of the Department's case records and the assurance of their immediate availability when required.

These **goals and objectives are in the best interests of the County regarding public safety** in that storage space is limited within the various offices of the Department and attempting to store these files on-site would create a safety hazard.

The **goals and objectives are in the best interests of the County from a fiscal perspective** because SOURCECORP storage, retrieval and secure destruction is less costly than the County Record Center storage for closed case files.

The Department is able to report that as of 2011, SOURCECORP has 16,556 boxes of case files in storage. When a case record has been requested by one of the divisions of the Department, SOURCECORP would retrieve the file and get it to that division within a two day turnaround.

The goals and objectives will be monitored and tracked using the Performance Measurement Indicators developed by the Department and approved by the County Budget Office. They include but not limited to, verifying and approving the invoices submitted by the vendor.

The services to be provided hereunder are being procured through the New York State Office of General Services and as such are exempt from the operation of the Westchester County Procurement Policy pursuant to section 3(a) (i) thereof.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/02/2012 - COUNTY VIEW: SECRET

RESOLUTION

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

RESOLVED, that the County of Westchester, acting through and by its Department of Social Services, is authorized to enter into an agreement with SOURCECORP BPS, Inc., through a New York State Office of General Services contract, for the purpose of storing, retrieving and destroying case records belonging to the Department's divisions of Temporary Assistance, Medical Assistance, Food Stamp, Daycare, Child Support Enforcement, Home Energy Assistance and Child Welfare for the period from January 1, 2012 through December 31, 2012 for an amount not to exceed \$60,948 to be paid pursuant to an approved budget; and be it further

RESOLVED, that this Contract is subject to County Appropriation; 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 any 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 the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions, necessary and appropriate, to effectuate the purposes hereof.

Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	101	22	5000	4420	-----	\$60,948

Budget Funding Year(s): 2012

Start Date: 01/01/12

End Date: 12/31/12

Funding Source

Tax Dollars: 29%

State Aid 26%

\$60,948

Federal Aid 45%

(must match resolution)

Other: