

24227

January 10, 2012

To: The Honorable Board of Acquisition and Contract

From: Kunjlata Ashar, M.D.
Medical Examiner/ Pathologist
Department of Labs & Research

Re: **Resolution authorizing the County of Westchester to exercise its third option with On Assignment Staffing Services, Inc., for the provision of temporary lab personnel on an as-needed basis, at a total cost to the County not-to-exceed One Hundred Seventy-Five Thousand Six Hundred Eighty Dollars and Fourteen Cents (\$175,680.14), for this one (1) year extension period, commencing January 1, 2012 and terminating December 31, 2012**

On January 29, 2009 your Honorable Board approved a resolution (the "2009 Resolution") that authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with On Assignment Staffing Services, Inc., for the provision of temporary lab personnel on an as-needed basis, at a total annual cost to the County not-to-exceed Two Hundred Thirty Eight Thousand (\$238,000.00) Dollars for the one (1) year period commencing January 1, 2009 and terminating December 31, 2009, with options exercisable in the County's sole discretion to renew the agreement for four (4) additional one (1) year periods, at renewal rates subject to negotiation at the time of the renewals.

On January 21, 2010, your Honorable Board approved a resolution authorizing the County to exercise its first option to renew the Agreement for the renewal term January 1, 2010 through December 31, 2010, at a total cost to the County not-to-exceed Two Hundred Nineteen Thousand Two Hundred Eighty Dollars and Sixty-Two Cents (\$219,280.62). On February 3, 2011, your Honorable Board approved a resolution authorizing the County to exercise its second option to renew the Agreement for the renewal term January 1, 2011 through December 31, 2011, at a total cost to the County not-to-exceed Two Hundred Five Thousand Eight Hundred Sixty-Two Dollars and Fifty Cents (\$205,862.50). The aforesaid options were duly exercised by the County.

The County, acting by and through the Department of Labs and Research (the "Department"), is now desirous of exercising its third option to renew the Agreement for an additional one-(1) year term at a total amount not-to-exceed One Hundred Seventy-Five Thousand Six Hundred Eighty Dollars and Fourteen Cents (\$175,680.14), for this one (1) year option period. Accordingly, authority is hereby requested from your Honorable Board for the County to exercise its option to renew the agreement for an additional one (1) year term.

The public purpose served by this contract is the public health and safety of the residents of Westchester County through the Lab's ability to perform forensic evidence and public health sample analysis. On Assignment's temporary lab personnel will assist the laboratory analysts of the County's Department of Labs & Research (the "Department") in performing quality assurance functions in the lab. They will help to clean, maintain, and calibrate instruments. They will assist the County's analysts in setting up testing runs, and will assist in the preparation and testing of reagents. In addition, the temporary lab personnel will be used to assist in the evidence receiving area. By having temporary technicians from Lab Support perform these functions, staff analysts can focus on analyzing case work. In addition, the temporary lab personnel from On Assignment will assist the County's analysts in conducting environmental, microbiological, forensic and toxicological analysis.

The goal and objective of the Agreement is to provide the residents of Westchester County with the most qualified temporary lab personnel to conduct forensic and public health analysis. The value and importance are in the best interest of the County in terms of ensuring continued public health and safety. The goals and objectives will be tracked and monitored by each division which maintains attendance records and the proficiency of the temporary personnel. These personnel are paid on an hourly basis for which the County is billed weekly. Division heads approve weekly timesheets which are forwarded to the vendor and returned with the weekly billing. Because most of this third option period will be funded by grants, the Department will also maintain records which reflect what forensic cases have been worked on by On Assignment's temporary personnel.

On Assignment has always been very responsive to the Department's needs and has historically provided the Department with excellent service at a good price. Accordingly, I recommend that your Honorable Board approve the attached resolution authorizing the County to exercise its third option to renew the Agreement with On Assignment.

KA/jpi
Attachment

RESOLUTION

Upon a communication from the Medical Examiner/Pathologist, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to exercise its third option to renew an agreement (the "Agreement") with On Assignment Staffing Services, Inc., for the provision of temporary lab personnel on an as-needed basis, at a total annual cost to the County not-to-exceed One Hundred Seventy-Five Thousand Six Hundred Eighty Dollars and Fourteen Cents (\$175,680.14), for this one (1) year extension period commencing January 1, 2012 and terminating December 31, 2012; and be it further

RESOLVED, that all remaining material terms and conditions of the Agreement shall remain the same; and it is 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

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	31	860L	4380	T-860	\$119,964.10
263	31	860K	4380	T-860	\$ 35,716.04
101	31	0010	4380		\$ 20,000.00

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

Funding Source Tax Dollars \$ 20,000.00

175,680.14 State Aid _____
Federal Aid \$155,680.14

(must match resolution) Other _____

SCHEDULE "A"

Westchester County Department of Labs & Research PERSONNEL SERVICE RATES 2011 - 2012

<u>Job Level</u>	<u>Years Experience</u>	<u>Hourly Bill Rates</u>
<u>Technical</u>		
T	1-2	22.50
NYS Licensed Clinical Technologist	1+	43.00+
<u>Professional</u>		
P1	0-1	27.25
P2	1-2	30.65
P3	2-4	34.25
P4	4-8	38.50+

TEMPORARY TO REGULAR/FULL TIME CONVERSION FEES:

Months of Completed Temporary Service	0	1	2	3	4	5	6
Percentage of Annual Compensation	25%	21%	17%	13%	9%	5%	0%

BILL RATE INCLUDES:

- ✓ Employee's pay rate
- ✓ Laboratory grade Worker's Compensation
- ✓ Liability Insurance
- ✓ Employer's portion of social security
- ✓ Unemployment Insurance
- ✓ Employee benefits program - including medical & dental coverage options, direct deposit, paid holidays and employee appreciation bonus
- ✓ OSHA-compliant Health & Safety program

Plus... A Scientifically Degreed Staffing Consultant who can quickly and easily supply you with qualified personnel for your laboratory.