

27479

June 7, 2012

To: Honorable Board of Acquisition and Contract

From: Kevin Cheverko
Commissioner of Correction

Re: Authority to exempt from the Westchester County Procurement Policy and Procedures an agreement with IT Help Central, Inc. ("IT Help Central"), pursuant to which IT Help Central will provide maintenance of the Department of Correction's computerized law library system

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures an agreement with IT Help Central, Inc. ("IT Help Central") pursuant to which IT Help Central will provide maintenance of the Department of Correction's computerized inmate law library system for a term July 1, 2012 through June 30, 2013 for an amount not to exceed \$18,000.00, payable pursuant to an approved budget. This agreement will be funded 50% from the Inmate Welfare Trust Fund and 50% from the Operating Budget.

The Department is mandated by the New York State Correction Commission to provide inmates with legal resources to aid in their own defense. The continued use of an electronic law library ensures access to up-to-date information and provides savings compared to the purchase of hard copy legal materials. The Department's inmate law library system consists of a server where the information is hosted, and 32 licensed "dumb" terminals. These terminals and the server are on a stand-alone network, with no dial in or dial out capability. All maintenance and upgrades must be performed on site. The terminals are located throughout the Department's campus in several different buildings.

IT Help Central constructed the inmate law library system and has utilized its own programming of the proprietary software to operate it. Unless the Department continues using IT Help Central for system maintenance, it will have to procure installation of an entirely new system.

The services performed by IT Help Central will be tracked and monitored by DOC technology staff and invoice submittals.

Pursuant to Section 3 (a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which your Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy

would not be in the best interests of the County. For the reasons set forth above, it is proposed that the best interests of the County would be served by exempting this agreement from the Procurement Policy. Accordingly, a resolution to exempt the procurement of an agreement with the IT Help Central, Inc. is hereby submitted for your Honorable Board's consideration.

KC/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/19/2012 - JOMARY VIEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Correction, he it hereby

RESOLVED, that pursuant to Section 3 (a) xxi of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting price quotations, is neither cost effective nor expedient, and accordingly not in the best interests of the County, in connection with the procurement of an agreement with the IT Help Central, Inc. for maintenance of the Department of Correction's computerized inmate law library system

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
711	35	011M	4380	T011	\$9,000
101	35	1000	4070		\$9,000

Budget Funding Year(s) 2012-2013 Start Date 7/1/12 End Date 6/30/24
 (must match resolution)
 Funding Source Tax Dollars \$9,000
 State Aid _____
\$18,000 Federal Aid _____
 (must match resolution) Other \$9,000 (Inmate Trust Fund)