

Robert P. Astorino  
County Executive

Department of Social Services  
Kevin McGuire  
Commissioner

29754

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner  
Department of Social Services

John B. McCaffrey  
Chief Information Officer  
Department of Information Technology

DATE: October 9, 2012

RE: Authorization for the County of Westchester, acting by and through its Department of Social Services, to amend an agreement with the New York State Industries for the Disabled (“NYSID”) for document scanning and indexing services at the Westchester County Department of Social Services for the three (3) year period November 1, 2011 to October 31, 2014 for a total amount not to exceed \$3,313,870, subject to appropriations; to approve Westchester Arc and eDocNY as subcontractors and to exempt NYSID from the County’s Performance and Payment Bond requirement by modifying the scope of services to include scanning of 3209’s (the NYS authorization form used by DSS staff to open, modify or close a Temporary Assistance, SNAP (formerly known as Food Stamps), HEAP or Medicaid case), short-term and long-term storage and shredding at no additional cost to the County

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On December 22, 2011, your Honorable Board approved a resolution authorizing the County of Westchester (the “County”), acting by and through its Department of Social Services (“DSS”), to enter into an agreement with the New York State Industries for the Disabled (“NYSID”) for document scanning and indexing services at DSS for the three (3) year period November 1, 2011 to October 31, 2014 for a total amount not to exceed \$3,313,870, subject to appropriations; to approve Westchester Arc and eDocNY as subcontractors and to exempt NYSID from the County’s Performance and Payment Bond requirement. The contract was subsequently executed.

Authority is now requested to amend the agreement by modifying the scope of services to include the scanning of 3209’s (the NYS authorization form used by DSS staff to open, modify or close a Temporary Assistance, SNAP (formerly known as Food Stamps), HEAP or Medicaid case), short-term and long-term storage and shredding at no additional cost to the County.

This contract is in the public’s best interest because it will maintain operational efficiencies while reducing costs in DSS. DSS will track the agreement’s progress by performing quality control for indexed documents to ensure legibility and correct categorization.

Since the inception of this agreement, eDocNY has indexed 352,885 pages of DSS documents from Temporary Assistance and Supplemental Nutrition Assistance Program (“SNAP”) ) and HEAP cases

with Medicaid cases being included during the fourth quarter of 2012. eDocNY indexes DSS documents within 3-5 business days with an accuracy rate of 98%.

Except as specifically amended hereby, all other terms and conditions of the original agreement shall remain the same.

Accordingly, the County of Westchester, acting by and through its Department of Social Services (the "DSS"), is requesting authority from your Honorable Board to amend the aforesaid agreement for reasons stated above.

Approval of the attached resolution by your Honorable Board is respectfully requested.

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/15/2012 - JONARY VIERA, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the "County"), acting by and through the Department of Social Services (the "DSS"), is hereby authorized to amend an agreement with the New York State Industries for the Disabled ("NYSID") for document scanning and indexing services at DSS for the three (3) year period November 1, 2011 to October 31, 2014 for a total amount not to exceed \$3,313,870 by modifying the scope of services to include scanning of 3209's (the NYS authorization form used by DSS staff to open, modify or close a Temporary Assistance, SNAP (formerly known as Food Stamps), HEAP or Medicaid case), and short-term and long-term storage and shredding at no additional cost to the County.; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions of the original agreement shall remain the same, and be it further

**RESOLVED**, that the County Executive or his authorized designee be and hereby is authorized and empowered to execute any and all documents 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 |
|------|------|--|--------------------|---------------|---------|
| N/A  | N/A  | N/A                                    | N/A                | _____         | N/A     |
|      |      |  |                    |               |         |

Budget Funding Year(s): N/A  
(must match resolution)

Start Date: N/A

End Date: N/A

Funding Source

Tax Dollars: N/A

State Aid: N/A

\$N/A

Federal Aid: N/A

(must match resolution)

Other: