

32043

January 31, 2013

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 fourth 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 Two Hundred Eleven Thousand Five Hundred Five Dollars (\$211,505.00), for this one (1) year extension period, commencing January 1, 2013 and terminating on December 31, 2013.**

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 on 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). On February 9, 2012, your Honorable Board approved a resolution authorizing the County to exercise its third option to renew the Agreement

for the renewal term of January 1, 2012 through December 31, 2012, at a total cost to the County not-to-exceed One Hundred Seventy-Five Thousand Nine Hundred Sixty-Four Dollars and Ten Cents (\$175,964.10). 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 fourth option to renew the Agreement for an additional one-(1) year term at a total amount not-to-exceed Two Hundred Eleven Thousand Five Hundred Five Dollars (\$211,505.00), 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 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.

On Assignment Staffing Services, Inc. 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 fourth option to renew the Agreement with On Assignment Staffing Services, Inc.

KA/lac
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 fourth 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 Two Hundred Eleven Thousand Five Hundred Five (\$211,505.00) Dollars for this one (1) year extension period commencing on January 1, 2013 and terminating on December 31, 2013; 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	T860	\$ 26,355.
263	31	860M	4380	T860	\$165,150.
101	31	0010	4380		\$ 20,000.

Budget Funding Year(s) 2013 Start Date 1/1/13 End Date 12/31/13

(must match resolution)

Funding Source

Tax Dollars \$20,000.

State Aid _____

\$211,505.

Federal Aid \$191,505.

(must match resolution)

Other _____

Schedule A

Westchester County Department of Labs & Research PERSONNEL SERVICE RATES

2012 - 2013

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

PERSONNEL 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

DIRECT HIRE PLACEMENT SERVICES:

Fees

Client agrees to pay Lab Support a Direct Hire Placement Fee of 25% of the first year's annual compensation for each Direct Hire ("Client Fee"). Direct Hire's first year's annual compensation shall be measured by the Direct Hire's base salary for the first annual year of employment with Client.

Performance Guarantee

If Client terminates Direct Hire's employment for cause, or if Direct Hire terminates employment with Client for any reason, the following terms shall apply: if Direct Hire's employment is terminated within the first 60 calendar days of starting work with Client, Lab Support will provide a replacement candidate at no cost to Client. Alternatively, if Direct Hire's employment is terminated within the first 30 calendar days after Direct Hire's first day of work with Client, Lab Support will refund 100% of the Client Fee. If Direct Hire's employment is terminated between 31 and 60 calendar days of starting work with Client, Lab Support will refund 50% of the Client Fee. Lab Support will not refund any portion of the Client Fee for Direct Hires that work 61 calendar days or more with Client.

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