

36087

DATE: September 12, 2013

TO: Board of Acquisition & Contract

FROM: Timothy C. Idoni
County Clerk

John B. McCaffrey
Chief Information Officer
Department of Information Technology

RE: Authorization for the County of Westchester to exercise its second and final option under its agreement with New York State Industries for the Disabled, Inc. for data imaging services for the Office of the County Clerk

By a resolution approved on December 30, 2009 (the "December 30th Resolution"), your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with New York State Industries for the Disabled, Inc. ("NYSID"), pursuant to which NYSID was to provide data imaging services for legal records for the Legal Division of the Office of the County Clerk, for the period January 1, 2010 through December 31, 2012, with the County having the sole option to renew the agreement for up to two (2) consecutive one-year terms, for a total aggregate amount not-to-exceed \$2,220,000 and annual amounts as set forth below, subject to appropriations:

2010	\$470,000
2011	\$425,000
2012	\$425,000
2013	\$450,000
2014	\$450,000

(the "Agreement"). By the December 30th Resolution, your Honorable Board approved Westchester Arc, 388 Tarrytown Road, White Plains, New York 10607, ("Westchester Arc") as a subcontractor for the Agreement. The Agreement was subsequently executed.

By a resolution approved on March 22, 2012 (the "March 22nd Resolution"), your Honorable Board authorized the County to amend the Agreement by adding to the scope of services of the Agreement data imaging services for liber books, aperture cards, and microfiche,

to be provided at specified rates (the "First Amendment"). By the March 22nd Resolution, your Honorable Board approved Westchester Arc as a subcontractor for these additional services. The First Amendment was subsequently executed.

By a resolution approved on September 20, 2012 (the "September 20th Resolution"), your Honorable Board authorized the County to exercise its first option under the Agreement, as amended by the First Amendment, (the "Amended Agreement") and thereby amend the Amended Agreement in order to, 1) extend the term of the Amended Agreement from January 1, 2010 through December 31, 2012 to January 1, 2010 through December 31, 2013; 2) clarify that NYSID will be paid an amount not-to-exceed \$450,000 for the extended term, as previously authorized and referenced in the Amended Agreement; and 3) state that the County will have one remaining one-year option (the "Second Amendment"). By the September 20th Resolution, your Honorable Board approved Westchester Arc as a subcontractor for all services provided during the extended term. The Second Amendment was subsequently executed.

The term of the Amended Agreement, as amended by the Second Amendment, (the "Current Agreement") is currently set to end on December 31, 2013. However, the County has determined that it is desirable to extend the term of the Current Agreement.

Accordingly, authority is respectfully requested for the County to exercise its second and final option under the Current Agreement and thereby amend the Current Agreement in order to, 1) extend the term of the Current Agreement from January 1, 2010 through December 31, 2013 to January 1, 2010 through December 31, 2014; 2) clarify that NYSID will be paid an amount not-to-exceed \$450,000 for the extended term, as previously authorized and referenced in the Current Agreement; and 3) clarify that the County will not have any remaining one-year options. Authority is also respectfully requested for Westchester Arc to serve as a subcontractor for all services provided during the extended term.

Except as specifically amended hereby, all terms and conditions of the Current Agreement shall remain in full force and effect.

The proposed amendment will serve a public purpose by continuing to provide the Office of the County Clerk with the data imaging services necessary to increase public access to records and streamline records searches for the public and County employees while also alleviating overcrowding in the County Clerk's office. Further, facilitating access to online images instead of physical files will reduce operational costs, including fuel consumption, associated with requisitioning and transporting physical files to and from the County Clerk's office.

The goal and objective of the proposed amendment is to continue providing the Office of the County Clerk with data imaging services.

The goal and objective of the proposed amendment is in the best interests of the County in terms of fiscal responsibility. The public is able to access online images of records, instead of having to requisition and require transportation of physical case files to and from the Office of the Westchester County Clerk. This reduces operational costs through the reduction of items including staff time and fuel consumption. The goal and objective of the proposed amendment is

also in the best interests of the County in terms of protecting the environment, as providing records to the public in the form of an online image rather than a paper copy will save paper.

The goal and objective of the proposed amendment will be tracked and monitored by the staff of the Office of the Westchester County Clerk. Staff will monitor the window of time in which records are imaged and made available to the public, in order to insure that the public has timely access to records filed in the Clerk's office. Further, the Office of the Westchester County Clerk will monitor the number of online images of documents accessed, in order to determine how many individuals can be served from their home or office by making these images available online. Finally, the Office of the Westchester County Clerk will monitor the number of online images of documents that have been accessed by our staff or other County employees, in order to measure efficiencies within County government supported by these data imaging services.

I respectfully recommend approval of the attached Resolution.

TCI/JBM/ESM/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/10/2013
SOMERSET COUNTY CLERK SECRETARY

RESOLUTION

Upon a communication from the County Clerk and the Chief Information Officer, Department of Information Technology, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to exercise its second and final option under an agreement with New York State Industries for the Disabled, Inc. ("NYSID"), pursuant to which NYSID was to provide data imaging services for the Office of the Westchester County Clerk, for the period January 1, 2010 through December 31, 2013, with the County having the sole option to renew the agreement for one (1) additional one-year term, for a total aggregate amount not-to-exceed \$2,220,000 and annual amounts as set forth below, subject to appropriations:

2010	\$470,000
2011	\$425,000
2012	\$425,000
2013	\$450,000
2014	\$450,000

(the "Agreement"), and thereby amend the Agreement in order to, 1) extend the term of the Agreement from January 1, 2010 through December 31, 2013 to January 1, 2010 through December 31, 2014; 2) clarify that NYSID will be paid an amount not-to-exceed \$450,000 for the extended term, as previously authorized and referenced in the Agreement; and 3) clarify that the County will not have any remaining one-year options; and be it further

RESOLVED, that Westchester Arc, 388 Tarrytown Road, White Plains, New York 10607, is approved as a subcontractor for all services provided under the Agreement during the extended term; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby, authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited

FY	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2014	101	21	0300	4420		\$450,000.00

Budget Funding Year(s): 2014 Start Date: 01/01/14 End Date: 12/31/14
 (must match resolution)

Funding Source Tax Dollars \$450,000.00
 State Aid _____
\$450,000.00 Federal Aid _____
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/10/2013 - JOMARY WERTS, SECRETARY