

Robert P. Astorino
County Executive

Department of Social Services
Kevin McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

38219

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: January 27, 2014

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 by changing the scope of services to include scanning of Child Care Subsidy documents at no additional cost to the County

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.

On November 15, 2012, your Honorable board approved the amendment to include scanning of 3209s (the NYS authorization form used by DSS staff to open, modify or close a Temporary Assistance case), short-term and long-term storage and shredding at no additional cost to the County. The amendment was subsequently executed.

Authority is now requested to further amend the agreement by expanding the scope of services to include scanning of documents from the Department’s Child Care Subsidy 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 2,426,508 pages of DSS documents from Temporary Assistance, Supplemental Nutrition Assistance, HEAP and Medicaid cases. eDocNY indexes DSS documents within 3 to 5 business days with an accuracy rate of 96%.

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.

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

Approval of the attached resolution is recommended.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/06/2014 - JOMAR VIEIRA 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 changing the scope of services to include scanning of Child Care Subsidy documents; and be it further

RESOLVED, except as specifically amended hereby, all other terms and conditions of the original agreement as amended 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

\$N/A
(must match resolution)

Tax Dollars: N/A

State Aid: N/A

Federal Aid: N/A

Other: _____