



Robert P. Astoring
County Executive

Department of Social Services

Kevin McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

40035

DATE: April 17, 2014

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire
Commissioner

SUBJECT: Resolution authorizing the County of Westchester to enter into a nondisclosure agreement with Controltec, Inc., in connection with the County's use of an automated daycare attendance monitoring and payment system known as CCTA (Child Care Time and Attendance), at no cost to the County

Authority is requested for the County to enter into a nondisclosure agreement with Controltec, Inc., in connection with the County's use of an automated daycare attendance monitoring and payment system known as CCTA (Child Care Time and Attendance) in order to ensure the privacy of all data collected and entered. The agreement shall take effect upon execution and shall continue until terminated by either party upon reasonable prior written notice.

The New York State Office of Children and Family Services (OCFS) requires all local districts to utilize an automated daycare attendance monitoring and payment system known as CCTA (Child Care Time and Attendance) which requires providers to electronically submit time records for child care services. As part of an OCFS pilot and at no cost to the County, OCFS contracted with Controltec, Inc. ("Controltec") to supply each district with a copy of their CCTA database and related files for reporting and management purposes. As a requirement to participate in this pilot, Controltec has requested that the County enter into a nondisclosure agreement with it.

The public purpose of this Agreement is to gain a data analysis and reporting tool to assist with monitoring operations and detecting fraud. The goal and objective of this agreement will be monitored by the Department through restricting access to child care subsidy unit management staff who will secure and protect database files and sign attestation stating such.

Accordingly, your Honorable Board's approval of the attached resolution is respectfully recommended.

KMM

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/08/2014 - JOMARY VIEIRA SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into a nondisclosure agreement with Controltec, Inc., in connection with the County's use of an automated daycare attendance monitoring and payment system known as CCTA (Child Care Time and Attendance) at no cost to the County to take effect upon execution and shall continue until terminated by either party upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive, or his authorized designee, is authorized to execute any and all documents necessary 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	N/A

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

Start Date: upon execution

End Date: indefinite

Funding Source

Tax Dollars: N/A

State Aid: N/A

\$N/A

Federal Aid: N/A

(must match resolution)

Other: N/A