

Robert P. Astorino  
County Executive

Department of Social Services  
Kevin McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

## 42615

DATE: October 8, 2014

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

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 by extending the agreement for six (6) months to end on May 31, 2015 and increasing the amount not exceed by \$304,000 from an amount not to exceed \$3,313,870 to a new total amount not to exceed \$3,617,870 to be paid pursuant to an approved budget and subject to appropriations.

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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 December 1, 2011 to November 30, 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 (“First Amendment”) to include scanning of 3209s, short-term and long-term storage and shredding at no additional cost to the County. The First Amendment was subsequently executed.

On March 6, 2014, your Honorable Board approved an amendment (“Second Amendment”) to expand the scope of services to include scanning of documents from the Department’s Child Care Subsidy. The Second Amendment was subsequently executed.

Authority is now requested to further amend the agreement by extending the term for six (6) months to end on May 31, 2015 and increasing the amount not to exceed by \$304,000, from an amount not to exceed \$3,313,870 to a new total amount not to exceed \$3,617,870 to be paid pursuant to an approved budget and subject to appropriations. The Department wishes to extend the existing contract for

an additional six (6) months in order to continue services uninterrupted. The Department will work on a Request for Proposals (“RFP”) for continued services beyond the six month extension. The Department believes that this matter is exempt from the Common Grant Rules under the exigency exemption. The additional funds will be used to cover the expenses during the extended term.

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 5,688,573 pages of DSS documents from Temporary Assistance, Supplemental Nutrition Assistance Program (SNAP), Home Energy Assistance Program (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 - 11/09/2014 - JOSEPH 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 by extending the agreement for six (6) months to end May 31, 2015 and increasing the amount not exceed by \$304,000 from an amount not to exceed \$3,313,870 to a new total amount not to exceed \$3,617,870 to be paid pursuant to an approved budget; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that 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.

**Original contract amount:**      **\$3,313,870**  
**This amendment:**                      **\$ 304,000**  
**Total:**                                      **\$3,617,870**

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	4000	4420	-----	\$304,000

Budget Funding Year(s): 2014  
(must match resolution)

Start Date: N/A

End Date: May 31, 2015

Funding Source

**\$304,000**  
(must match resolution)

Tax Dollars: 32%  
State Aid: 26%  
Federal Aid: 42%  
Other:

APPROVED BOARD OF ACQUISITION & CONTRACTS - 11/05/2014 JOHANNY VIEIRA, SECRETARY