



**Robert P. Astorino**  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

44050

**DATE:** December 23, 2014

**TO:** Board of Acquisition and Contract

**FROM:** Kevin M. McGuire  
Commissioner of Social Services

**SUBJECT:** Authorization to amend a short form agreement between the County of Westchester, acting by and through its Department of Social Services with Concorde Temporary Staffing, Inc. in a not-to-exceed amount of \$20,000 commencing July 1, 2014 and terminating December 31, 2014 for the provision of temporary accounting professionals to increase the not-to-exceed amount of the agreement from \$20,000 to \$80,000 payable monthly and to extend the term to June 30, 2015

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On or about October 6, 2014, the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department") entered into a short form agreement with Concorde Temporary Staffing, Inc. in a not-to-exceed amount of \$20,000 for the provision of temporary accounting professionals commencing July 1, 2014 and terminating on December 31, 2014 (the "Agreement").

For purposes of satisfying the County Procurement Policy, the Department obtained price quotes from three different vendors. Professional Tax and Masterpiece Accounting submitted price quotations that were higher than Concorde Temporary Staffing.

The Department has determined that it is necessary to extend the term of the Agreement due to a continued need of temporary accounting professionals for the performance of data entry of revenue, processing of accounts payable, creating fiscal reports, assisting with New York State and federal audits and other responsibilities relating to fiscal

operations. Concorde Temporary Staffing has been performing satisfactorily under the terms of the Agreement.

Therefore, authority is being requested herein to amend the Agreement to increase the not-to-exceed amount from \$20,000 to \$80,000 payable monthly upon receipt of invoices and to extend the term from December 31, 2014 to June 30, 2015. All of the remaining terms and conditions of the Agreement shall remain the same.

These amendments to the Agreement will **serve a public purpose** by assisting the Department in its accounting practices so as to better serve the residents of the County.

The **goals and objectives** of the proposed amendments to the Agreement are to improve the efficiency of the accounting practices within the Department.

The **goals and objectives** shall be tracked and monitored by the Department.

A resolution authorizing the aforesaid amendments to the Agreement is attached herewith for your Honorable Board's approval.

KMM/AT/lac  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/23/2015 PRIMARY CLERK SECRETARY

**RESOLUTION**

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

**RESOLVED**, that County of Westchester (the "County"), acting by and through its Department of Social Services, (the "Department") is hereby authorized to amend an agreement dated on or about October 6, 2014 with Concorde Temporary Staffing, Inc. for the provision of temporary accounting professionals in a not-to-exceed amount of \$20,000 (the "Agreement") to increase the not-to-exceed amount to \$80,000 payable monthly upon the receipt of invoices; and be it further

**RESOLVED**, that the County, acting by and through the Department is hereby authorized to further amend the Agreement so that the term is extended from December 31, 2014 to June 30, 2015; and be it further

**RESOLVED**, that all of the remaining terms and conditions of the Agreement shall remain the same and in full force and effect; and be it further

**RESOLVED**, that the County Executive, or his authorized designee, is authorized to execute any and all documents necessary to implement this Resolution.

Original Contract Amount: \$20,000  
**This Amendment:**            **\$60,000**  
**Total**                                **\$80,000**

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22		T418	418P	\$60,000

Budget Funding Year(s): 2014-15 Start date: N/A End date: 06/30/2015  
 (must match resolution)

Funding source:                                Tax Dollars:  
     State Aid:  
\$60,000    Federal Aid:    100%  
 (must match resolution)                    Other: