

47725

Date: July 14, 2015

To: Board of Acquisition and Contract

From: Kevin M. Cheverko
Commissioner of Correction

RE: Resolution to amend a prior Resolution dated March 20, 2014 wherein funding for the automatic renewals of an “evergreen” agreement between the County of Westchester and TALX Corporation was authorized for an additional not to exceed amount of \$30,000 at \$6,000 per year to be payable at the rate of \$12.30 per employment verification request and \$15.30 per income verification request so that the rates to paid shall be at the rates that are in effect at the time of service noting that the rates may change periodically; and to authorize that this approval shall be retroactive to July 1, 2013, which is the date that the rates were changed

By Resolution dated June 6, 2008, your Honorable Board authorized the County of Westchester (the “County”), acting by and through its Department of Correction (the “Department”), to enter into an agreement with TALX Corporation (“TALX”) whereby TALX would provide services relating to the verification of prior employment information of candidates for employment by the Department for a not to exceed amount of \$7,500 at a rate of \$11.80 per verification request if payment is made by credit card and \$12.30 per verification request if payment is made by check, for a one (1) year term commencing upon the execution of the agreement with automatic renewals for successive one (1) year terms with either party having the option to terminate the agreement at any time upon thirty (30) days prior written notice (the “Agreement”).

The Agreement was subsequently executed by the parties. This Agreement was automatically renewed in the years 2009, 2010, 2011 and 2012 and paid pursuant to the Agreement. The budget box in the prior resolution properly contained yearly allocations of \$1,500 per year for a five (5) year period for a total not to exceed amount of \$7,500.

On March 20, 2014, your Honorable Board approved a Resolution authorizing additional funding for the renewal of the Agreement in an amount not to exceed \$30,000 and thereby amending the budget box to add an additional five (5) budget lines for the years 2013, 2014, 2015, 2016, and 2017 with an annual budget amount of \$6,000 per year payable at the rate of \$12.30 per employment verification request and \$15.30 per income verification request.

It has come to the attention of the Department that the rates charged by TALX changed on July 1, 2013. Therefore, it is being requested that your Honorable Board approve an amendment to the March 20, 2014 Resolution so that the rates to be paid to TALX shall be at the rates in effect at the time of service noting that the rates may change periodically, and that this approval be retroactive to July 1, 2013. The not to exceed amount for the five year period shall remain \$30,000 with an annual budget of \$6,000 per year for the years 2013, 2014, 2015, 2016, and 2017.

TALX is the organization to which major firms outsource their human resource needs. It is the only company that can respond to the Department's requests for employment verification of correction officer candidates who list these companies as their employers. The Department has been satisfied with the services provided by TALX.

The goals and objectives of the Agreement continue to be to help ensure the integrity of the hiring process for correction officers who provide a critical County public safety function by serving at the County correctional facility. Verification of previous employment will allow County staff to monitor the integrity of the hiring process by verifying the accuracy of the information provided by potential employees.

Tracking and monitoring of the Agreement will continue to be accomplished by record keeping of verification requests and invoice auditing by the Department.

Based upon the foregoing, I respectfully request that your Honorable Board approve the attached Resolution.

RAP/lac
Attachment

RESOLUTION

Upon communication from the Commissioner of the Westchester County Department of Correction, be it hereby

RESOLVED, that the Resolution dated March 20, 2014 (the "Resolution") (which amended a prior Resolution dated June 6, 2008) which authorized that funding for the automatic renewal of the Agreement between the County of Westchester (the "County") and TALX Corporation be a not to exceed amount of Thirty Thousand (\$30,000) Dollars with an annual budget of Six Thousand (\$6,000) Dollars for the five year period for the years 2013, 2014, 2015, 2016, and 2017 at the rate of \$12.30 per employment verification request and \$15.30 per income verification request, is amended to authorize that payment made to TALX shall be at the rates that are in effect at the time of service, noting that the rates may change periodically; and be it further

RESOLVED, that this authorization shall be retroactive to July 1, 2013; and be it further

RESOLVED, that all of the other terms and conditions of the Resolution shall remain the same; and be it further

RESOLVED, that the County Executive or his duly authorized designee is empowered to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be
Charged/credited

Year	Fund	Dept	Major Program, Program Phase & Phase unit	Object/sub object	Trust Account	Dollars
2013	101	35	1000	4420		N/A
2014	101	35	1000	4420		N/A
2015	101	35	1000	4420		N/A
2016	101	35	1000	4420		N/A
2017	101	35	1000	4420		N/A

Budget Funding Year(s) 2013-2017 Start Date 1/01/13 End Date 12/31/17
(must match resolution)

Funding Source Tax Dollars N/A

State Aid _____

\$ N/A Federal Aid _____

(must match resolution)

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/12/2015 - JOAN COCCIARDI, SECRETARY