



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

48462

Date: September 4, 2015

To: The Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Department of Social Services

Re: Resolution to exempt from the Westchester County Procurement Policy an Agreement between the County of Westchester, acting by and through its Department of Social Services, and Kenneth Anton, pursuant to which Kenneth Anton will provide consulting services for the period from August 1, 2015 through July 31, 2016 for an amount not to exceed \$20,000

Authority is hereby requested from your Honorable Board to exempt an agreement between the County of Westchester, acting by and through its Department of Social Services (“DSS”), and Kenneth Anton, pursuant to which Ken Anton will provide consulting services for the period from August 1, 2015 through July 31, 2016 for an amount not to exceed \$20,000 to be paid monthly (the “Agreement”).

After more than 20 years of service in Finance and Administration for DSS, Mr. Anton became very proficient with the federal and State claiming guidelines to insure the department’s expenses submitted to the State are accurate and timely so that reimbursements will be realized. Mr. Anton held this position for 7 years. He was solely responsible for these activities and currently there is no staff to assume these important responsibilities. In addition to his vast knowledge of the State Automated Claiming System (“ACS”) he also maintained other data systems to monitor expenses and make adjustments throughout the year to insure claims were duly submitted, submitted for eligible programs and that the State recognizes receipt of our claims. This position oversees the claiming of roughly \$240 million in claims per year which will not be paid if they are not submitted properly.

In addition to the actual claiming in ACS, there are numerous Benefits Issuance and Control Sub-System reports and other reports that need to be identified for staff to perform their duties. Mr. Anton has maintained data files to track expenses by categories to allow for supplemental claims to be done when allocation and rate changes take place. It would not be reasonable to expect the person who succeeds Ken to be able to learn the claiming process without hands on training by someone who was previously in that position. State training opportunities are limited and there is no staff in the unit with the ability to explain

more than a small sample of claiming activities. In addition, a staff person responsible for a main component of claiming was never replaced when promoted 2 years ago.

Mr. Anton's replacement would need assistance to supervise the trust accounts, food stamp recoveries and guardianship areas. These units have relatively new employees who will have their progress stunted without guidance. Ken would be able to demonstrate to the new supervisor the kind of guidance these areas would need and at the same time assist them while his replacement learns the ultra-important claiming activities.

Ordinarily, under Section 3(a)(x), and Section 7 of the Westchester County Procurement Policy, for professional service procurements, the County is required to solicit quotations, statements or other information regarding experience, qualifications and capability to perform the proposed services from no fewer than three persons customarily performing such services. It is proposed that compliance with the Procurement Policy would not be in the best interests of the County with respect to this procurement because Kenneth Anton is highly and uniquely skilled in delivering the required services especially in critical systems and reports. Transition time was shortened by at least six months due to buy-out option.

The goals and objectives will be tracked and monitored by the Department.

Pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, where this Honorable Board determines, by resolution passed prior to the commencement of procurement, that compliance with the Policy would not be in the best interests of the County, the requirements of the Policy may be waived.

Please also note that because this agreement is for a term of one year and will not exceed \$20,000, it is not necessary to submit a resolution seeking authority to enter into the agreement.

A resolution to exempt this agreement from procurement is hereby submitted for your Honorable Board's consideration.

Attachment

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, it is determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient and accordingly not in the best interests of the County in connection with the procurement of an agreement with Kenneth Anton pursuant to which Kenneth Anton will provide consulting services for the period from August 1, 2015 through July 31, 2016 for an amount not to exceed \$20,000 to be paid monthly (the "Agreement").

APPROVED BOARD OF ACQUISITION & CONTRACT - PUBLISHED BY DAN COCCARDI, SECRETARY