

**52480**

DATE: July 28, 2016

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey  
Chief Information Officer  
Department of Information Technology

SUBJECT: Authority to amend an agreement (IT-1359) with ASC Services, LLC, pursuant to which it was to provide certain information technology services, by increasing the not-to-exceed amount of the agreement by \$40,000, to a new amount not-to-exceed \$265,000, to ensure that adequate funds are available to pay for hourly services during the first Option Term.

By a resolution approved on February 26, 2015 (the “February 26<sup>th</sup> Resolution”), your Honorable Board authorized the County of Westchester, acting on behalf of the Westchester-Putnam Local Workforce Investment Board (the “WPLWIB”), (the “County”) to enter into an agreement (“IT-1359”) with ASC Staffing, LLC (“ASC”), pursuant to which ASC was to provide certain information technology services (the “Services”) for a project funded by the United States Department of Labor under its H1-B Ready to Work Partnership Grant Program and under the Workforce Investment Act of 1998, as amended, (“WIA”) until the Workforce Innovation and Opportunity Act (“WIOA”) supersedes WIA, and under WIOA thereafter, for a period of one (1) year, commencing upon execution, (the “Initial Term”) with the County having the sole option to extend the term of IT-1359 for up to two (2) additional one (1) year periods thereafter (each an “Option Term”). Under the terms of the February 26<sup>th</sup> Resolution, ASC was to be paid under IT-1359 an amount not-to-exceed \$150,000.00, which was to be paid at hourly rates not-to-exceed the following:

<u>Period</u>	<u>1-Year Experience Not-to-Exceed Rate</u>	<u>3-Year Experience Not-to-Exceed Rate</u>	<u>5-Year Experience Not-to-Exceed Rate</u>
Initial Term:	N/A	\$86/hour	\$87/hour
1st Option Term:	N/A	\$88/hour	\$89/hour
2nd Option Term:	N/A	\$89/hour	\$90/hour

IT-1359 was subsequently executed on March 3, 2015.

By a resolution that was approved on February 25, 2016, your Honorable Board authorized the County to, a.) exercise the County’s first option under IT-1359, and thereby extend the term of IT-1359 by one (1) year, and b.) increase the not-to-exceed amount of IT-1359 by \$75,000, to a new amount not-to-exceed \$225,000, to ensure that funds continued to be

available to pay for hourly services during the first Option Term; and c.) reflect the change in the name of the limited liability company from ASC Staffing, LLC to ASC Services, LLC.

In order to ensure that adequate funds are available to pay for the hourly services that the County continues to require during the first Option Term (ending on March 2, 2017), authority is respectfully requested from your Honorable Board for the County to increase the not-to-exceed amount of IT-1359 by \$40,000, to a new amount not-to-exceed \$265,000. Except as specifically amended, all remaining terms and conditions set forth in IT-1359 shall remain in full force and effect.

The proposed amendment will serve a public purpose by enabling the County to continue receiving the information technology services it needs to upgrade the County's WIOA website in order to ensure that the website can best perform its role in facilitating the work funded by the aforementioned grant and non-grant sources.

The goal and objective of the proposed amendment is to enable the County to continue receiving the information technology services it needs to upgrade the County's WIOA website in order to ensure that the website can best perform its role in facilitating the work funded by the aforementioned grant and non-grant sources.

The goal and objective of the proposed amendment is in the best interests of the County in terms of fiscal responsibility, as these services are aimed at improving the employment opportunities for local residents, which will, in turn, help make them economically independent and less likely to require public assistance.

The goals and objectives of the proposed amendment will be tracked and monitored by the staff of the Department of Information Technology.

I respectfully recommend the adoption of the attached Resolution.

JBM/SF/nn

## RESOLUTION

Upon a communication from the Chief Information Officer, Department of Information Technology, be it hereby:

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to amend an agreement ("IT-1359") with ASC Services, LLC ("ASC"), pursuant to which ASC was to provide certain information technology services for a project funded by the United States Department of Labor under its H1-B Ready to Work Partnership Grant Program and under the Workforce Investment Act of 1998, as amended, ("WIA") until the Workforce Innovation and Opportunity Act ("WIOA") supersedes WIA, and under WIOA thereafter, for a period of one (1) year, commencing upon execution, (the "Initial Term") with the County having the sole option to extend the term of IT-1359 for up to two (2) additional one (1) year periods thereafter (each an "Option Term"), by, increasing the not-to-exceed amount of IT-1359 by \$40,000, to a new amount not-to-exceed \$265,000, to ensure that adequate funds are available to pay for hourly services during the first Option Term.

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions set forth in IT-1359 shall remain in full force and effect, and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

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Agreement No. IT-1359

Original Agreement: \$ 150,000.00  
First Amendment: \$ 75,000.00  
Second Amendment: \$ 40,000.00  
**Total: \$ 265,000.00**

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	402Q	4531	T402	\$20,000
275	22	403Q	4531	T402	\$20,000

Budget Funding Year(s): 2015 Start Date: 03/03/16  
(must match resolution)

End Date: 03/02/17

Funding Source: \$40,000.00  
(must match resolution)

Tax Dollars: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
Federal Aid: \$40,000  
Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - LISA MRIJAJ, SECRETARY