



**Robert P. Astorino**  
County Executive

Department of Budget

Lawrence C. Soule  
Budget Director

## 60186

DATE: November 21, 2017

TO: Honorable Board of Acquisition and Contract

FROM: Lawrence C. Soule  
Budget Director

RE: Authority to amend an agreement with Intralinks, Inc., pursuant to which it was to provide online document storage services, by increasing its not-to-exceed amount by \$50,000.00, to pay for services during its continuing term.

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By a resolution approved on July 27, 2017, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with Intralinks, Inc. ("Intralinks"), pursuant to which Intralinks was to provide online document storage services (the "Services"), for the period from April 5, 2017 through October 5, 2017, with the term being extended automatically thereafter for successive monthly periods until all County document 'exchanges' are deleted from the online system by the County or at the written direction of the County, for an amount not-to-exceed \$100,000.00, payable based on a schedule of usage fees, and on the other contractual terms described in said resolution. The County was to use the Services to facilitate its request for proposals that sought a public-private partnership for the lease, management, operation, maintenance and improvement of Westchester County Airport (the "Airport RFP").

The County continues to require the Services as part of the overall, on-going Airport RFP process. Accordingly, the County has allowed the term of the Agreement to continue to extend automatically for successive monthly periods, in accordance with the provisions of the Agreement. However, in order to pay for the Services provided during those continuing extensions under the Agreement, additional funding is required.

Therefore, authority is respectfully requested from your Honorable Board for the County to amend the Agreement by increasing its not-to-exceed amount by \$50,000.00, from an amount not-to-exceed \$100,000.00 to an amount not-to-exceed \$150,000.000, to pay for services during the continuing term of the Agreement (the "First Amendment").

Except as specifically described above, all terms and conditions of the Agreement shall remain in full force and effect.

The proposed First Amendment will serve a public purpose by enabling the County to continue receiving the online document storage services it needs to facilitate the overall, on-going Airport RFP process.

The goal and objective of the proposed First Amendment is to enable the County to continue receiving the online document storage services it needs to facilitate the overall, on-going Airport RFP process.

The goal and objective of the proposed First Amendment is in the best interests of the County in terms of fiscal responsibility, as enabling the County to continue receiving the online document storage services it needs to facilitate the overall, on-going Airport RFP process is intended to ultimately lead to the County being prepared to execute an agreement with a proposer based upon the most well-informed, most favorably-written proposals possible.

The goals and objectives of the proposed First Amendment will be tracked and monitored by the staff of the Department of the Budget.

I respectfully recommend the adoption of the attached resolution.

LCS/MM/bdm/nn

**RESOLUTION**

Upon a communication from the Budget Director, be it hereby:

**RESOLVED**, that the County of Westchester (the “County”) is hereby authorized to amend an agreement with Intralinks, Inc. (“Intralinks”), pursuant to which Intralinks was to provide online document storage services, for the period from April 5, 2017 through October 5, 2017, with the term being extended automatically thereafter for successive monthly periods until all County document ‘exchanges’ are deleted from the online system by the County or at the written direction of the County, for an amount not-to-exceed \$100,000.00, payable based on a schedule of usage fees, among other contractual provisions, (the “Agreement”) by increasing its not-to-exceed amount by \$50,000.00, from an amount not-to-exceed \$100,000.00 to an amount not-to-exceed \$150,000.000, to pay for services during the continuing term of the Agreement; and be it further

**RESOLVED**, that except as specifically hereby authorized to be modified, all terms and conditions of the Agreement 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.

Account to be charged/credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object	Trust Account	Dollars
161	44	4110	4420		\$50,000.00

Budget Funding Year(s): \_\_\_\_\_ Start Date: 04/05/17 End Date: 10/05/17, with automatic monthly renewals thereafter until all County document ‘exchanges’ are deleted from the online system by the County or at the written direction of the County.

Funding Source	Tax Dollars _____
<u>\$50,000.00</u>	State Aid _____
(must match resolution)	Federal Aid _____
	Other <u>Airport Special Revenue Fund</u>