

62439

DATE: April 4, 2018

TO: Board of Acquisition and Contract

FROM: Lawrence Soule
Budget Director

RE: Authority to enter into an agreement with The Rockefeller Institute of Government to assist the County in preparing a shared services plan as required by the 2017 New York State Budget for a term commencing on April 1, 2018 and continuing through December 31, 2018 in an amount not-to-exceed \$91,000.00, payable pursuant to an approved budget.

Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Budget (the "Department"), to enter into an agreement with The Rockefeller Institute of Government (the "Institute"), pursuant to which the Institute, in partnership with The Benjamin Center at SUNY New Paltz (the "Benjamin Center"), will assist the County with the development of a county-wide shared services plan as required by the 2017 New York State Budget (the "Agreement"). The term of the Agreement will commence on April 1, 2018 and continue through December 31, 2018. In consideration for services to be rendered, the County shall pay the Institute an amount not-to-exceed \$91,000.00, pursuant to an approved budget.

By way of background, in 2017 the County submitted to New York State (the "State") a county-wide shared services plan as required by the 2017 New York State Budget (the "State Budget"). The State is allowing the County to resubmit a new plan in compliance with the provisions of the State Budget. An initial plan is due by August 1, 2018, an adopted plan by September 2018, and a final presentation of the plan by October 15, 2018. The County intends to contract with the Institute, who, in partnership with the Benjamin Center, will assist the County in preparing the shared services plan. Services to be provided under the Agreement will include the following:

- Assist and provide technical expertise to the legally-required Shared Services Panel, chaired by the Westchester County Executive.
- Work with local governments and entities to collect and analyze shared services proposals.
- Conduct surveys and interviews from local government officials to gather ideas on potential shared services.
- Help facilitate the legally-required three public meetings on the draft plan.

- Provide technical and other assistance to the County of Westchester in development of the plan.
- Provide the tax savings analysis required under the law, to be proposed to the state government for certification ahead of adoption.
- Facilitate and staff, as needed, meetings in developing the plan.
- Draft the initial plan for the County Executive to submit to the County Legislature by August 1, 2018.
- Update the plan if there are stakeholder changes by September 15, 2018.
- Assist with the public presentation of any finalized plan, due by October 15, 2018

Authority to exempt this Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

This Agreement will serve a public purpose by enabling the County to comply with State Budget mandates.

A resolution is herewith attached for your Honorable Board's consideration.

LS/jpg
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2018 - LISA BRUNAS SECRETARY

RESOLUTION

Upon a communication from the Budget Director, be it hereby

RESOLVED, that the County of Westchester (“County”), acting by and through its Department of Budget, is authorized to enter into an agreement with The Rockefeller Institute of Government (the “Institute”), pursuant to which the Institute, in partnership with The Benjamin Center at SUNY New Paltz, will assist the County with the development of a county-wide shared services plan as required by the 2017 New York State Budget, for a term commencing on April 1, 2018 and continuing through December 31, 2018; and be it further

RESOLVED, that in consideration for services to be rendered, the County shall pay the Institute an amount not-to-exceed Ninety-One Thousand (\$91,000.00) Dollars, pursuant to an approved budget; and be it further

RESOLVED, that this Agreement shall be subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute said agreement and all documents necessary to effectuate the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	52	2508	5100		\$91,000

Budget Funding Year 2018 Start Date April 1, 2018 End Date December 31, 2018
(must match resolution)

Funding Source Tax Dollars \$91,000
State Aid _____
\$91,000 Federal Aid _____
(must match resolution) Other _____