

**ID#64637**

**DATE:** August 9, 2018

**TO:** BOARD OF ACQUISITION & CONTRACT

**FROM:** Timothy C. Idoni  
County Clerk

Marguerite Beirne  
Chief Information Officer  
Department of Information Technology

**RE:** Authorization for the County of Westchester to enter into a grant agreement with the New York State Education Department in order to receive a Local Government Records Management Improvement Fund grant in an amount not to exceed \$47,600, for the period of July 1, 2018 through June 30, 2019; to enter into an agreement with New York State Industries for the Disabled, Inc. ("NYSID") for the provision of document imaging services for a not to exceed amount of \$47,600; and to exempt NYSID from the County's Performance and Payment Bond requirement

---

Authority is hereby requested for the County of Westchester to enter into a grant agreement with the New York State Education Department ("NYSED"), whereby the County will receive from NYSED a Local Government Records Management Improvement Fund ("LGRMIF") grant, in an amount not to exceed \$47,600.00, for the period of July 1, 2018 through June 30, 2019.

The LGRMIF grant will be used to scan approximately 42,077 notary public and commissioner of deeds oath cards ranging from 2008 to present, approximately 1,708 pages of public officers' oaths of office from 2000 to present, and approximately 89,500 pages of bound indexes to court cases from 1963 through 1985. These documents are frequently accessed by County Clerk staff and the public, but are not available online, as is the case with most other official records maintained by the County Clerk's office.

The documents to be scanned as part of this project are mostly in bound books and small cards, which go beyond the scanning capabilities of the County Clerk's equipment. Due to the format and fragility of these documents, and based on prior experiences with document imaging, the County Clerk intends to use the services of an outside vendor, New York State Industries for the Disabled, Inc. ("NYSID"), 11 Columbia Circle Drive, Albany, New York, to scan the documents. NYSID is a not-for-profit membership organization established in 1975 by the NYSED Commissioner to act as the central coordinator for member organizations which serve people with disabilities by making those organizations eligible for State contracts as preferred source providers.

The scanning services will be performed by NYSID's corporate partner Digiscribe International LLC ("Digiscribe"), 150 Clearbrook Road, Suite 125, Elmsford, New York, as a subcontractor, in conjunction with NYSID's member organization ARC Westchester, 265 Saw Mill River Road, Hawthorne, New York. Through this collaboration, Digiscribe's services can be provided to state and local government customers in partnership with member organizations under New York State's Preferred Source program.

New York State Finance Law §162 exempts the procurement of certain products and services from competitive procurement provisions and requires the County to give designated Preferred Source providers an opportunity to provide these commodities and services. The exemption applies to the provision of document imaging services. In accordance with, and pursuant to the provisions contained in State Finance Law §162, the County informed Digiscribe of the requirements of the LGRMIF grant, and Digiscribe, through NYSID, submitted its quote. The County Clerk's Office has reviewed the quote provided by Digiscribe and has determined that its services meet the "form, function, and utility" required by the County in accordance with State Finance Law §162.

NYSID and Digiscribe have provided services to the County for a number of years and currently have other contracts with the County. Accordingly, authority is requested to eliminate the requirement that NYSID provide a Performance and Payment Bond.

The images delivered by Digiscribe will be stored in the County Clerk's electronic content management system using OnBase, which will automatically make backup copies of all images that are saved on off-site servers and maintained by the County's Department of Information Technology (the "County IT Department"). The County IT Department will institute the necessary changes to databases and existing applications to make the scanned documents available through the County Clerk's existing portal, Westchester Records Online, or the Clerk's internal document viewer.

The goals of the LGRMIF grant agreement are in the best interests of the County in terms of fiscal responsibility as it will provide the document imaging services at no cost to the County and ultimately save the County the time and cost associated with having the documents stored solely on paper.

The LGRMIF grant agreement will serve a public purpose by providing the County with funds to be used to scan documents maintained by the County Clerk's Office, and thereby safeguard the records and facilitate access by the public and staff.

The contract with NYSID is in the public's best interest because it will maintain operational efficiencies while reducing costs in the County Clerk's Office. The Clerk's Office will track the progress of the contract to ensure compliance with the terms of the grant.

Accordingly, authorization is requested for the County to enter into an agreement with NYSED in order to receive a LGRMIF grant in an amount not to exceed \$47,600.00, for the period of July 1, 2018 through June 30, 2019; to enter into an agreement with NYSID for the period of July 1, 2018 through June 30, 2019 for provision of document imaging services in conjunction with Digiscribe and ARC Westchester for an amount not to exceed \$47,600.00; and to exempt NYSID from the County's Performance and Payment Bond requirement.

TCI/cfa

## RESOLUTION

Upon a communication from County Clerk Timothy C. Itoni and the County Chief Information Officer Marguerite Beirne, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is authorized to enter into a grant agreement with the New York State Education Department ("NYSED"), whereby the County will receive from NYSED a Local Government Records Management Improvement Fund grant (the "LGRMIF Grant"), in an amount not to exceed \$47,600.00, for the period of July 1, 2018 through June 30, 2019; and be it further

**RESOLVED**, that the County is hereby authorized to enter into a contract with the New York State Industries for the Disabled, Inc. ("NYSID"), 11 Columbia Circle Drive, Albany, New York, for the provision of document imaging services to be performed by its subcontractor Digiscribe International LLC, 150 Clearbrook Road, Suite 125, Elmsford, New York, in conjunction with ARC Westchester, 265 Saw Mill River Road, Hawthorne, New York, in accordance with the terms and conditions of the LGRMIF Grant, in an amount not to exceed \$47,600.00, for the period of July 1, 2018 through June 30, 2019; and be it further

**RESOLVED**, that a Performance and Payment Bond will not be required based on NYSID's preferred source provider status and that NYSID has provided services to the County for a number of years and currently has other contracts with the County; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	21	885T	4420	T-885	\$47,600

Budget Funding Year(s) 2018-2019 Start Date July 1, 2018 End Date June 30, 2019  
(must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \$47,600.00  
 Federal Aid \_\_\_\_\_  
 Other \_\_\_\_\_

**\$47,600.00**

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT 09/06/2018 LISA MARIJAL SECRETARY