

76669

DATE: May 11, 2020

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Authority to exempt from the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement with Connecticut Business Systems, LLC, pursuant to which it will provide the County with multi-function copier services.

Authority is respectfully requested from your Honorable Board to exempt from the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof, the procurement by the County of Westchester (the "County") of an agreement (IT-1656) with Connecticut Business Systems, LLC ("CBS"), pursuant to which CBS will provide the County with multi-function copier services, for the period from June 6, 2020 through June 5, 2025 (the "New Agreement").

The County currently has an agreement (IT-1169) with CBS, pursuant to which CBS provides the County with multi-function copier services, which will expire on June 5, 2020 (the "Current Agreement"). CBS has adequately provided the County with the necessary multi-function copier services over the term of the Current Agreement.

Notably, over 50 local municipalities and school districts are using the pricing provisions for municipal entities that are in the Current Agreement as their price basis for their own respective procurements of the same type of services. The County understands that this has enabled those municipal entities to avoid having to conduct their own competitive procurements, while also keeping costs low enough to remain within their respective budgets and allowing for desirable productivity. The Department of Information Technology ("DoIT") considers this use of the Current Agreement by local municipalities to be one of its most successful shared services offerings to date. The proposed New Agreement would once again guarantee to local municipal entities that favorable pricing would specifically be made available to them.

In addition, under the Current Agreement, CBS provides the County with a financial incentive that gives the County a credit towards its copy costs based upon the amount of

additional revenue CBS obtains by virtue of any new business it receives from political subdivisions in New York State that obtain multi-function copier services based on the terms and pricing of the Current Agreement. That financial incentive would continue under the proposed New Agreement.

Entering into the proposed New Agreement with CBS will mean that all of the multi-function copiers used by the County will continue to be made by Xerox. That will ensure a seamless transition from old equipment to new equipment (including cloning the settings from the old equipment to the new equipment) that will minimize disruptions to departments, including avoiding the need for departments to commit time to staff training. The use of a single print driver across all of the Xerox equipment with the PaperCut software (described below) will also help minimize disruptions to departments by ensuring simplicity of multi-function copier usage in conjunction with County equipment.

Under the proposed New Agreement, the County would be able to, at no additional cost, switch the software solution for the multi-function copiers from Equitrac to PaperCut. That switch would have several benefits, including the following:

- Allows for future cost savings based on rules and routing that could push volumes to more cost-effective devices.
- Unlike upgrades to Equitrac, upgrades to PaperCut do not require the commitment of DoIT resources, which will, therefore, make additional DoIT resources available to work on other projects.
- PaperCut's built-in reporting tools can offer insights into current printing and copying usage throughout the County.

Under the proposed New Agreement, CBS will also continue to make available to the County electronic meter reads through the FM Audit software on all of the networked devices, which ensures accurate usage totals and billing. Under the proposed New Agreement, CBS will also make available to the County the Xerox app gallery, which includes its 'Translation Services' app. This app is a proprietary product that can be used to help the County comply with requirements to provide information to the public in multiple languages.

Based on the County's existing relationship with CBS, the CBS service technicians and other personnel who might have to enter County premises, including restricted areas, have already had all requisite background checks. CBS's previous equipment assessments, implementations, and changes for the County have given CBS insight into the County's inventory and operations by location such that it can readily offer the most appropriate solutions for any given circumstances. In addition, the County's Print Shop was recently re-aligned to CBS from Xerox Direct, which will enable the County, based upon the proposed New Agreement, to keep its operations simplified by having one vendor (CBS) and one manufacturer (Xerox) for the entire fleet of devices going forward.

Based upon the foregoing, it is proposed that the best interests of the County would be

served by exempting the procurement of the proposed Agreement from the Westchester County Procurement Policy, pursuant to Section 3(a)(xxi) thereof. Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

MB/SF/bdm/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/21/2020 - LISA MRIJAJ, SECRETARY

RESOLUTION

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

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy, it is hereby 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 of Westchester in connection with the procurement of an agreement with Connecticut Business Systems, LLC (“CBS”), pursuant to which CBS will provide the County with multi-function copier services, for the period from June 6, 2020 through June 5, 2025.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/21/2025 - SUPERVISOR, SECRETARY