

83635

DATE: March 22, 2021

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Resolution to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement with Software Guidance & Assistance, Inc., pursuant to which it will provide the County with temporary personnel who will work as data entry scribes at COVID-19 vaccination clinics (IT-1681).

Authority is respectfully requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement between the County of Westchester (the "County") and Software Guidance & Assistance, Inc. ("SGA"), pursuant to which SGA will provide the County with temporary personnel who will work as data entry scribes at COVID-19 vaccination clinics (the "Services"), for the period from March 29, 2021 through December 31, 2021 (the "Agreement").

The Services are needed in order to support the County's on-going COVID-19 vaccination efforts at various locations through Westchester County, as part of the implementation of New York State's mass vaccination campaign. The personnel to be provided by SGA will work under the direction of the nurses performing the vaccinations. These nurses will direct the personnel to handle certain tasks, in certain ways, that will best enable the nurses to efficiently move from one patient to the next, in order to facilitate the efficient flow of 'shots in arms' while ensuring appropriate recording of the vaccinations within the required application.

Temporary personnel for such a function would normally be anticipated to be provided by New York State Industries for the Disabled, Inc. ("NYSID"), as a preferred source, under an existing agreement with the County. However, NYSID was unable to provide the quantity of personnel needed for the Services within the required timeframe, and therefore advised the County to seek the Services elsewhere. The County was aware of the availability of certain data-entry services from consultants from which the County has previously procured information technology professional consultant services and, therefore, made inquiries about obtaining the

Services from such consultants. SGA offered to provide the Services, in the quantity of personnel needed, within the required timeframe.

Based upon the foregoing, it is proposed that the best interests of the County would be served by exempting from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of the Agreement.

Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

MB/SF/bdm/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/25/2021 - LISI MARIJAS 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 (the "County") in connection with the procurement of an agreement with Software Guidance & Assistance, Inc. ("SGA"), pursuant to which SGA will provide the County with temporary personnel who will work as data entry scribes at COVID-19 vaccination clinics, for the period from March 29, 2021 through December 31, 2021.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/25/22
USMIRAJ, SECRETARY