

83639

DATE: March 22, 2021

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer
Department of Information Technology

RE: Authority to enter into an agreement (IT-1681) 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, for the period from March 29, 2021 through December 31, 2021, for a total amount not-to-exceed \$962,500.00.

Authority is requested for the County of Westchester (the "County") to enter into 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 (the "Services"), for the period from March 29, 2021 through December 31, 2021, for a total amount not-to-exceed \$962,500.00, payable based upon a specified hourly rate for such personnel.

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.

The proposed agreement will serve a public purpose by providing the County with sufficient temporary personnel to adequately staff COVID-19 vaccination sites as the staffing needs for such current or future sites change over time.

The goal and objective of the proposed agreement is to provide the County with sufficient temporary personnel to adequately staff COVID-19 vaccination sites as the staffing needs for such current or future sites change over time.

The goal and objective of the proposed agreement is in the best interests of the County in terms of health and safety, as providing the County with sufficient temporary personnel to

adequately staff COVID-19 vaccination sites as the staffing needs for such current or future sites change over time is expected to ultimately help ensure the health and safety of the community by supporting the overall vaccination effort.

The goal and objective of the proposed agreement will be tracked and monitored by staff of the Department of Information Technology.

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

Accordingly, the attached resolution is submitted for your consideration.

MB/SF/bdm/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/25/2021 - MB/SF MARIJAS SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to enter into 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, for a total amount not-to-exceed \$962,500.00, payable based upon a specified hourly rate for such personnel (the "Agreement"); and be it further

RESOLVED, that the Agreement is subject to County appropriations; and be it further

RESOLVED, that the 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 the 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 the 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 the Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Agreement IT-1681

Account to be Charged/Credited:

| Year | Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub-Object | Trust Account | Dollars |
|------|------|------|---|-----------------------|------------------|-----------|
| 2021 | 101 | 16 | 6000 | 4998-02 | | \$962,500 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Budget Funding Year(s): 2021

Start Date: 03/29/21

End Date: 12/31/21

Funding Source

Tax Dollars: _____

State Aid: _____

\$962,500.00

Federal Aid: \$962,500

(must match resolution)

Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/25/2021 - LISA MARIAS SECRETARY