



Westchester Community College

State University of New York

ONBASE 86318

July 13, 2021

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles
President

Re: Authority for the County of Westchester, acting by and through Westchester Community College, to enter into an agreement with Castle Branch, Inc. d/b/a CastleBranch for digitally collecting, verifying, tracking and reporting vaccination statuses of College faculty, staff and students at a cost not to exceed \$200,000 for the period from August 1, 2021 through July 31, 2022.

Westchester Community College (the "College") is working towards reopening of the College's main campus and its satellite facilities to in-person learning in as safe a manner as possible. Accordingly, the College needs to be able to verify which of its faculty, staff and students are fully vaccinated. In order to accomplish this task, the College issued on June 25, 2021 a Request For Proposals ("RFP") for the Collection, Verification, Tracking & Reporting of Covid Vaccination Status of Employees and Staff. Eight entities replied to the RFP. The responses were evaluated using a matrix of criteria against which to examine each of the proposals. After a careful examination of the responses it was determined that Castle Branch, Inc submitted the best proposal.

Authority is hereby requested from your Honorable Board to authorize the County of Westchester ("County"), acting by and through the College, to enter into an agreement ("Agreement") with Castle Branch, Inc. located at 1844 Sir Tyler Drive, Wilmington, North Carolina, 28405 for the digital collection, verification, tracking and reporting of the vaccination statuses of College faculty, staff and students at a cost not to exceed \$200,000 for the period from August 1, 2021 through July 31, 2022. The fee per person is \$14.95 for faculty, staff and students. The above information will be made available to the College. The fee also includes the provision of an ID card for both vaccinated individuals and those with waivers. There are no bulk order fees or other extra costs.

It is anticipated that this Agreement will be paid for by the Coronavirus Response and Relief Supplemental Appropriations (“CRRSAA”) Institutional Portion of the Higher Education Emergency Relief Funds (“HEERF II”) CARES Act Institutional Portion of HEERF I.

The proposed Agreement shall serve a public purpose since it will assist the College in providing a safe environment for its students, faculty and staff. The proposed Agreement will be monitored by College faculty and personnel.

Accordingly, I recommend adoption of the attached resolution.

BSM/smg
Encls.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/22/2021 - V. RODRIGUEZ, SECRETARY

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby:

RESOLVED, that the County of Westchester, acting by and through the Westchester Community College (“College”), is authorized to enter into an agreement with Castle Branch, Inc. d/b/a CastleBranch for digitally collecting, verifying, tracking and reporting vaccination statuses of College faculty, staff and students at a cost not to exceed \$200,000 for the period from August 1, 2021 through July 31, 2022.; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all instruments and to take all action necessary to implement the purposes hereof.

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Sub Unit	Object/ Sub Object	Trust Account	Dollars
	703	9997	Project 9543 Bud Ref 2021		4436	T-543	\$200,000

Budget Funding Year(s) 2021-2022 Start Date 8/1/21 End Date 7/31/22
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$200,000 Federal Aid _____
 (must match resolution)
 Other: \$200,000(Federal Funds)