

95171

To: Honorable Members of the Board of Acquisition and Contract

From: Honorable George Latimer
Westchester County Executive

Robin Schlaff
Director, Office for Women

Marguerite Beirne
Commissioner, Department of Information Technology

Date: July 28, 2022

Subject: Authority to enter into an agreement with SHI International Corp., to develop a web-based records management system for the Westchester County Office for Women as part of the Westchester County Domestic Violence High Risk Team in an amount not to exceed \$54,351.00 for the term October 1, 2022 through September 30, 2023, to be paid pursuant to an approved budget.

On May 25, 2022 the Westchester County Office for Women (“OFW”) issued a Request for Proposals for “Consulting Services to Develop and Maintain a Web-based Records Management System” (the “RFP”). The OFW received five proposals, and after evaluation by a panel of two (2) staff of the OFW and one (1) staff of the Department of Information Technology (“DoIT”), the proposal of SHI International Corp. (“SHI”) received the highest score based on the criteria contained in the RFP and was determined to be the most advantageous to the County of Westchester (“County”). It is therefore recommended that your Honorable Board authorize the County to enter into an agreement with SHI to provide consulting services to develop and maintain a web-based records management system as part of the Westchester County Domestic Violence High Risk Team in an amount not to exceed \$54,351.00, payable pursuant to an approved budget, for the term October 1, 2022 through September 30, 2023 (the “Agreement”).

As part of an effort to better protect victims of domestic violence and their families, the County implemented a Domestic Violence High Risk Team (“DVHRT”), a countywide multi-disciplinary team-based approach to identifying, serving, and supporting domestic violence at high risk for homicide or serious risk of harm by their offender. The proposed Agreement will provide a web-based records management system that is needed to maintain client and ancillary data entered by OFW and other agencies as part of the DVHRT program. Pursuant to the agreement forms will be developed to allow for different levels of access to confidential information and will maintain compliance with

the Health Insurance Portability and Accountability Act and the Violence Against Women Act.

As part of the proposed Agreement, the OFW recommends the approval of Social Solutions Global, Inc., 10801-2 N. Mopac Expy, Suite 400, Austin TX 78759 as a subcontractor for the provision of case and outcomes management software.

The proposed Agreement will serve the public purpose of providing services to domestic violence victims in the County and will make the process of entering confidential information more efficient and will make that information available on an expedited basis. The provision of services by SHI will be monitored by the OFW.

A resolution is annexed hereto, which we recommend for your favorable consideration.

RS/DI
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/25/2022 - RAYMOND SCULKA, SECRETARY

RESOLUTION

Upon a communication from the Westchester County Executive, Director of the Office of Women, and Commissioner of the Department of Information Technology, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with SHI International Corp. to provide consulting services to develop and maintain a web-based records management system as part of the Westchester County Domestic Violence High Risk Team in an amount not to exceed \$54,351.00, payable pursuant to an approved budget, for the term October 1, 2022 through September 30, 2023 (the "Agreement"); and be it further

RESOLVED, that Social Solutions Global, Inc., 10801-2 N. Mopac Expy, Suite 400, Austin TX 78759 is hereby approved as a subcontractor; and be it further

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

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget ("State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State budget and/or 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 impact of any such budget(s) on County finances. After such analysis, the County shall retain the right to either terminate this Agreement, or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractors, then the Contractors shall have the right to terminate the agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

Account to be charged/credited:

Fund	Dept	Major Program, Program & Phase, or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year(s)
263	11	111X	4380	T111	\$20,000.00	2022
263	11	111Y	4380	T111	\$34,351.00	2023

Budget Funding Year(s) 2022-2023 Start Date: 10/1/2022 End Date: 9/30/2023
 (must match resolution)

\$54,351.00
 (must match resolution)

Funding Source: Tax Dollars \$16,362.00
 State Aid \$21,458.00
 Federal Aid \$16,531.00
 Other _____