County of Albany

Legislation Text

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

File #: TMP-5444, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Contract Authorization for Social Services:

Budget amendment and contract authorization for Social Services with VenTek, Inc. to develop and implement a workflow management & tracking system.

Date:	05/6/24
Submitted By:	Margaret Watson Skarlis
Department:	Social Services - Accounting
Title:	Contracts Administrator
Phone:	518-447-7583
Department Rep.	
Attending Meeting:	Michele G. McClave, Commissioner

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☒ Budget Amendment
☒ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☐ Other: (state if not listed)   Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☒ Contractual
☐ Equipment
☒ Fringe
☒ Personnel

☐ Personnel Non-Individual
☐ Revenue

Increase Account/Line No.:   See attached budget worksheet
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☒ Professional Services
☐ Education/Training
☐ Grant
     Choose an item.
     Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed)   Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
     VenTek, Inc.
     19 Crest Hollow Ln
     Albertson, NY 11507

Additional Parties (Names/addresses):
     Click or tap here to enter text.

Amount/Raise Schedule/Fee: $60,950
Scope of Services: Annual support and maintenance of the Supplemental Nutrition Assistance Program (SNAP) workflow management and Status Tracking/GCI software, and to develop forms within the Status Tracking/GCI System to further streamline workflow processes.

Bond Res. No.:   Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes ☐ No ☒
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Current Budget: Yes ☐ No ☒

County Budget Accounts:
Revenue Account and Line: 6010.04610 (see attached budget worksheet)
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: See attached budget worksheet
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)
      Federal: 100%
      State: .
      County: .
      Local: .

      Original Awarding Agency / Funder:
           USDA - Process Technology Improvement Grant (PTIG)
      New York State Pass-Through Agency (if applicable):
           NA

Term
Term: (Start and end date)   10/1/2024 - 9/30/2025
Length of Contract: 12 months

Impact on Pending Litigation   Yes ☐ No ☒
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:
Resolution/Law Number: 27
Date of Adoption: 2/13/2023

Justification: (state briefly why legislative action is requested)
Via Resolution 27 (adopted 2/13/2023) authorization was granted to contract with VenTek, Inc. to develop and install a SNAP workflow management and status tracking software system. Authorization is requested to modify the Albany County Department of Social Service budget in order to contract with VenTek, Inc. to provide two contractual items. The first request is to contract with VenTek to provide annual maintenance of the Supplemental Nutrition Assistance Program (SNAP) workflow management and status tracking software in the amount of $25,750. Additionally, authorization is requested to contract with VenTek to develop forms within the Status Tracking/GCI system to further streamline workflow processes for SNAP. The cost for development of this module is $35,200.00. The Forms Module Project Deliverables is attached to this request to provide further detail.