



CONTRACT ADMINISTRATION BOARD

Honorable Daniel P. McCoy, *County Executive*

Honorable Bruce A. Hidley, *County Clerk*

Honorable Sean E. Ward, *Chairman, County Legislature*

December 18, 2017 CAB MEETING MINUTES

Board Members Present: Bruce Hidley, County Clerk / Philip Calderone, Deputy County Executive / Sean Ward, Chairman, County Legislature

Department Representatives:

Thomas DeBose Law	Shawn Thelen DMB
Tina Simmons Prob.	Dave Reilly DMB
Rachael Blendi BOE	Pam O'Neal
Dan Lynch Law	Backery Janneh CEO
Kelle Roberts MH	Allison Russell DMB
Matt Clyne BOE	Andrew Brisport
Ralph Peltier Prob.	Laura DeGaetano

Other Business: The Board will review the minutes from the noted CAB meeting

Cont. #	Action	Depart.	Vendor	Scope of Services	Estimated term	Estimated amount
3884	New	A1420 - Law (County Attorney)	West Publishing/ Thompson Reuters	Enclosed is a completed Request for Contract Approval and supporting documentation relative to a contract with Thomson Reuters (a.k.a. Westlaw) for services to provide the County's legal departments with online legal research and online book subscriptions.	1/1/18-12/31/18	\$48,111.10

Bruce Hidley reviews the contract scope and opens the discussion for comments and questions. Dan Lynch explains that this is a renegotiation of a contract, this is the first year the contract has two one year renewals. Phil Calderone makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.

3851	New	A3150 - Correct. Facility	Composite Technology & Infrastructure LLC (518)458-7256 David Donlon	Resurface the remainder of the Kitchen Floor Project (2850 Sq. Ft) with Dur-A-Flex Poly-Crete at the Albany County Correctional Facility	Upon Completion	\$46,500.00
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Bruce Hidley reviews the contract scope and opens the discussion for comments and questions. Tina Simmons explains that this is the second phase of the project and that this was the sole bidder of the project. Bruce Hidley makes a motion to approve the contract. Phil Calderone seconds the motion. The contract is approved.

3853	New	A1450 - Board of Elections	NTS Data Services, LLC	Provides software maintenance & support for TEAM Voter Registration, Sign-It Signature Digitization, Full Document Imaging, PACETS and IMS Interface Messaging Systems, poll books, mail check processing, web based polling place lookup service, and Workflow Management functionality for 2018.	1 year	\$93,556.00
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Bruce Hidley reviews the contract scope and opens the discussion for comments and questions. Matt Clyne describes the annual subscription for software and how that software functions. It is stated that this does not include postage for mail check cards. Phil Calderone makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.

Cont. #	Action	Depart.	Vendor	Scope of Services	Estimated term	Estimated amount
3863	Renewal	A4310 - Mental Health	IMA - Information Management Associates	For the ongoing subscription and license agreement for operation of patient and billing software that includes web-based access for clinicians, patient portal access, implementation of billing modules, e-signature capabilities, NYS Clinical Records Initiative compliance and use of e-prescribing and expansion of EHR system.	1/1/2018-12/31/2018	\$99,168.00
Bruce Hidley reviews the contract scope and opens the discussion for comments and questions. Kelle Roberts explains that this is the electronic health record and billing system. It is stated that there is some funding that is through the State Office of Mental Health. Phil Calderone makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3862	Renewal	A4322 - Contracted Mental Health	Counseling Care and Services	Provides mental health assessment, referral and treatment services to individuals being treated in their clinic. They also provide an employee assistance advocacy program to mental health consumers employed in Albany County.	1/1/2018-12/31/2018	\$21,776.00
Bruce Hidley reviews the contract scope of the contract and opens the discussion for comments and questions. Kelle Roberts explains that this is a clinic located in Cohoes to serve children and adults in counseling services. It is stated that this is for all Albany County residents. Phil Calderone makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3860	Renewal	A4322 - Contracted Mental Health	Catholic Charities	Provides case management services to homeless women suffering from mental illness or co-occurring disorders at Mercy House. Staff seeks to link women with treatment and permanent housing.	1/1/2017-12/31/2017	\$39,376.00
Bruce Hidley reviews the scope of the contract and opens the discussion for comments and questions. Kelle Roberts states that the correct date for the term is 1/1/2017 thru 12/13/2018 and wanted that noted. Phil Calderone makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3857	Renewal	A4230 - Contract Narcotic Addiction	Albany Diocesan School Board	The Albany Diocesan School Board provides evidence based substance abuse services in Albany Catholic schools for children suffering from narcotic addiction.	1/1/2018-12/31/2018	\$43,043.00
Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Kelle Roberts speaks on behalf of the services provided and explains that this also has prevention services in the Albany Catholic schools in the area. Phil Calderone makes a motion to approve the contract. Bruce Hidley seconds the motion. The contract is approved.						
3856	Amend	A8020 - Economic Dev.	ACDS, LLC	This is to extend contract #3326 until 6/30/2018, an additional 5 months. All other terms to remain the same. This is for consulting services to update the County Agricultural and Farmland Protection Plan	2/1/18-6/30/2018	\$60,000.00
Bruce Hidley Reviews the scope of the contract and opens up the discussion for questions and comments. Laura DeGaetano speaks on behalf of the contract to extend the term due to a slow start. Bruce Hidley makes a motion to approve the contract. Phil Calderone seconds the motion. The contract was approved.						
3858	Renewal	A1345 - Central Purchasing	WB Mason	Capital Region BOCES is the lead agency for a co-operative copy paper bid. This is a six month renewal at the same terms and conditions from original award. Original CAB request was #3573. Copy paper will be purchased for Various County Agencies.	1/1/ 2018 - 6/30/2018	\$30,000.00

Cont. #	Action	Depart.	Vendor	Scope of Services	Estimated term	Estimated amount
<p>Bruce Hidley reviews the scope of the contract and opens up the discussion for questions and comments. Pam O'Neal explains the term of the contract and that this was the lowest bidder . Bruce Hidley makes a motion to approve the contract. Phil Calderone seconds the motion. The contract is approved.</p>						
<p>The meeting closes at 3:43</p>						