



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

November 6, 2020

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No.	200395
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
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To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with HCCO, Inc. for Temporary Staffing Personnel for Information Technology Services

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with HCCO, Inc. in an amount not to exceed \$200,000 annually for temporary staffing personnel for information technology services for the period of January 1, 2021 through December 31, 2023, with the option to renew for two (2) additional one-year periods.

This contract will provide additional Help Desk support for countywide users of devices and software programs, and support the Department of Information Services efforts to install end-user computer devices and complete technical projects in support of various departments. This contract is also critical to supporting the County's cybersecurity initiatives by ensuring sufficient coverage is available to meet the information technology demands of the County.

Monroe County's Minority and Women-Owned Business Enterprise ("M/WBE") Policy is set by the Monroe County Legislature pursuant to Resolution 69 of 1989, as amended by Resolution 240 of 2014. A Request for Proposals ("RFP") was issued for this contract. M/WBE utilization was not a selection criteria under this RFP, but I have directed the Division of Purchasing and Central Services and all Department Heads to include M/WBE utilization as a selection criteria in all RFPs, Requests for Qualifications, and Expressions of Interest going forward. HCCO, Inc. was rated the most qualified to provide the requested services, but is not listed in New York State's M/WBE Directory of Certified Firms.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with HCCO, Inc., 594 Van Alstyne Road, Webster, New York, 14580, for temporary staffing personnel for information technology services, in an amount not to exceed \$200,000 annually, for the period of January 1, 2021 through December 31, 2023, with the option to renew for two (2) additional one-year periods.

This is a Type II action pursuant to 6 NYCRR § 617.5(c) (26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

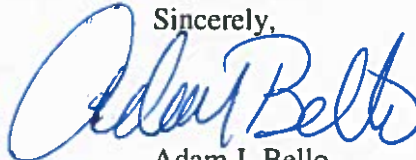
Funding for this contract is included in the proposed 2021 operating budget of the Department of Information Services, internal services fund 9020, funds center 1903010000, Information Services Operations, and capital fund 1817, Office Equipment Refresh and Replacement, and any other fund(s) created for the same intended purpose. No additional net County support is required in the current Monroe County budget.

The records in the Office of the Monroe County Treasury have indicated that neither HCCO, Inc., nor any of its principal officers, owe any delinquent Monroe County Property taxes. The principal officers of the firm are:

Shannon LaBelle, President and Chief Executive Officer
Jeff LaBelle, Vice President

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,



Adam J. Bello
Monroe County Executive

AJB:db