

The Legislature of Rockland County



**ANEY PAUL
LEGISLATOR-DISTRICT 14
CHAIR, GOVERNMENT OPERATIONS COMMITTEE**

**AGENDA
GOVERNMENT OPERATIONS COMMITTEE
WEDNESDAY JANUARY 27, 2016
5:30 PM**

ROLL CALL

ADOPTION OF MINUTES OF MARCH 25, 2015 MEETING.

1. REF.# 7621 APPROVING AMENDMENTS TO THE COUNTY PROCUREMENT CARD PROGRAM GUIDELINES [DGS - DIVISION OF PURCHASING]
(PAUL J. BRENNAN DIRECTOR OF DGS PURCHASING) DL#: 2015-05699

2. REF.# 7621 APPROVING AGREEMENT IN EXCESS OF \$100,000 WITH PFM FINANCIAL SOLUTIONS LLC AND AGREEMENT WITH BANK OF MONTREAL TO PROVIDE PROCUREMENT CARD SERVICES UNDER RFP-RC-2014-022 FOR THE PERIOD FROM FEBRUARY 1, 2016 THROUGH JANUARY 31, 2021 WITH ESTIMATED ANNUAL EXPENDITURES OF \$250,000 AND TOTAL PURCHASES NOT TO EXCEED \$1,250,000 FOR THE FIVE YEAR PERIOD AND AUTHORIZING EXECUTION OF ALL NECESSARY DOCUMENTS BY THE COUNTY EXECUTIVE [DGS - DIVISION OF PURCHASING] (\$1,250,000)
(PAUL J. BRENNAN DIRECTOR OF DGS PURCHASING) DL#: 2015-05728

ADDITIONAL BACK -UP WITH CLERK

Introduced by:

DRAFT

Referral No.

**RESOLUTION NO. OF 2016
APPROVING AGREEMENT IN EXCESS OF \$100,000 WITH
PFM FINANCIAL SOLUTIONS LLC AND AGREEMENT
WITH BANK OF MONTREAL
TO PROVIDE PROCUREMENT CARD SERVICES
UNDER RFP-RC-2014-022 FOR THE PERIOD FROM
FEBRUARY 1, 2016 THROUGH JANUARY 31, 2021
WITH ESTIMATED ANNUAL EXPENDITURES OF \$250,000
AND TOTAL PURCHASES NOT TO EXCEED
\$1,250,000 FOR THE FIVE YEAR PERIOD AND AUTHORIZING
EXECUTION OF ALL NECESSARY DOCUMENTS BY
THE COUNTY EXECUTIVE
[DGS - DIVISION OF PURCHASING]
(\$1,250,000)**

WHEREAS, By Resolution No. 471 of 2005 the Legislature of Rockland County approved the procurement card program for the County of Rockland; and

WHEREAS, The Division of Purchasing solicited responses to RFP-RC-2014-022 from over seventy firms through the electronic bid notification system and seven responses were received; and

WHEREAS, The Evaluation Team consisting of two employees from the Purchasing Division and one from the Department of Finance reviewed and evaluated the proposals which were received; and

WHEREAS, After evaluation of the top three proposals, the Evaluation Committee recommends the award of the contract to PFM Financial Solutions, LLC ("PFM"), as the firm meeting the criteria set forth in the RFP; and

WHEREAS, PFM's proposal offered a strong and experienced implementation and management team to support the program administrator and assist with the overall growth of the program to maximize the rebate benefit to the County; and

WHEREAS, PFM will request that Bank of Montreal establish a MasterCard account on behalf of the County which will issue, as requested by the County, individual PCards to County employees; and

WHEREAS, Additionally, Bank of Montreal will provide software to enable online reconciliation and program administration; and

WHEREAS, The Purchasing Division intends to grow the current program to maximize the rebate benefit by seeking Legislative authorization to modify the Procurement Card Program Policy and Guidelines and working with the Finance Department to process Accounts Payable transactions through the program; and

WHEREAS, The Director of Purchasing recommends to the County Executive and the Legislature of Rockland County that the County enter into an agreement with PFM Financial Solutions, LLC, One Corporate Drive, Suite 101, Bohemia, New York 11716, and enter into an agreement with Bank of Montreal at 115 South LaSalle Street, Chicago, IL 60603, to provide procurement card services to the County under RFP-RC-2014-022, under which the County of Rockland shall be responsible for the payment of all amounts charged to the corporate MasterCard account of the County of Rockland as set forth in the Corporate MasterCard Account Agreement for the period from February 1, 2016 through January 31, 2021, at an estimated annual cost of \$250,000, for a total estimated contract sum not to exceed \$1,250,000; and

WHEREAS, Local Law No. 18 of 1996 provides for the Legislature to approve the "execution of all contracts in excess of \$100,000 entered into by the County"; and

WHEREAS, sufficient funding for these services exists within the 2016 Operating Budget of departments that use procurement cards for the first year of the agreement, and subsequent funding is dependent upon budget appropriations for the years 2017, 2018, 2019, 2020 and 2021; and

WHEREAS, The _____ Committee of the Legislature has met, considered and _____ approved this resolution; now therefore be it

RESOLVED, That the Legislature of Rockland County approves the agreement in excess of \$100,000 with PFM Financial Solutions, LLC, One Corporate Drive, Suite 101, Bohemia, New York 11716, and agreement with Bank of Montreal at 115 South LaSalle Street, Chicago, IL 60603, to provide procurement card services to the County under RFP-RC-2014-022, under which the County of Rockland shall be responsible for the payment of all amounts charged to the corporate MasterCard account of the County of Rockland as set forth in the Corporate MasterCard Account Agreement for the period from February 1, 2016 through January 31, 2021, at an estimated annual cost of \$250,000, for a total estimated contract sum not to exceed \$1,250,000, and authorizes its execution and the execution of all necessary documents by the County Executive, subject to the approval of the County Attorney; and be it further

RESOLVED, That sufficient funding for these services exists within the 2016 Operating Budget of departments that use procurement cards for the first year of the agreement, and subsequent funding is dependent upon budget appropriations for the years 2017, 2018, 2019, 2020 and 2021.

LHG:dc
2015-05728
1-8-15