

E-35-24
corrected
Backup.

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NASSAU COUNTY
CLERK OF THE LEGISLATURE

2024 MAR -4 P 2:27

E-35-24 CORRECTED BACKUP



Certified: --

E-35-24

Filed with the Clerk of the Nassau County
Legislature: 03/04/2024 01:45PM

NIFS ID: CLCA23000002

Capital:

Contract ID #: CQCA19000002

NIFS Entry Date: 09/05/2023

Department: Consumer Affairs

Service: Administrative Hearing Transcription Services

Term: from 05/23/2019 to 05/22/2024

Contract Delayed: X

Slip Type: Amendment		
CRP:		
Time Extension:		
Addl. Funds: X		
Blanket Resolution:		
Revenue:	Federal Aid:	State Aid:
Vendor Submitted an Unsolicited Solicitation:		

1) Mandated Program:	No
2) Comptroller Approval Form Attached:	Yes
3) CSEA Agmt. & 32 Compliance Attached:	No
4) Significant Adverse Information Identified? (if yes, attach memo):	No
5) Insurance Required:	Yes

Vendor/Municipality Info:	
Name: Excel Reporting, Inc.	ID#:274635533
Main Address: 2042 N Country Rd Ste 103Wading River, NY 11792	
Contract Specific Address: 55 Maple Avenue, suite 204 Rockville Centre, NY 11792	
Main Contact: Martha Reina	
Contract Specific Contact: Judith Rossi	
Main Phone: (516) 596-1109	

Department:
Contact Name: Margaret Reynolds
Address: 240 Old Country Road 3rd Floor Mineola, NY 11501
Phone: (516) 571-4854
Email: mreynolds@nassaucountyny.gov

Contract Summary

Purpose: The Nassau County Department of Consumer Affairs conducts Administrative Hearings pursuant to the Nassau County Administrative Code. Transcription reporting services are required for Home Improvement License Revocation Hearings and will enable the Department to have a detailed and accurate record of all of its hearings.
Method of Procurement: The Request For Proposals was competitively bid. Four bids were received, Excel received the highest rating from the evaluation committee.
Procurement History: The RFP was advertised publicly in NEWSDAY on June 15, 2018 and the bidders had until July 2, 2018 to reply with their proposals. Four bids were received, Excel received the highest rating from the evaluation committee.

<p>Description of General Provisions: The services to be provided by the vendor consist of appearing at and transcribing all Nassau County Department of Consumer Affairs hearings as requested by the Department. All stenographic recordings shall meet the requirements of the State Administrative Procedure Act. The vendor is to provide transcripts upon request. All standard Countyrequired provisions are included in the contract. This vendor is a certified WBE</p>
<p>Impact on Funding / Price Analysis: Increase of \$30,000 for a new total maximum amount of \$100,000. \$10,000 is being encumbered at this time.</p>
<p>Change in Contract from Prior Procurement: Increasing contract amount by \$30,000 for a new max amount of \$100,000.</p>
<p>Recommendation: Approve as Submitted</p>

Advisement Information

Fund	Control	Resp. Center	Object	Index Code	Sub Object	Budget Code	Line	Amount
GEN	10	1100	DE	CAGEN1100	DE500	CAGEN1100 DE500	06	\$10,000.00
							TOTAL	\$10,000.00

Additional Info	
Blanket Encumbrance	
Transaction	
Renewal	
% Increase	
% Decrease	

Funding Source	Amount
Revenue Contract:	
County	\$10,000.00
Federal	\$0.00
State	\$0.00
Capital	\$0.00
Other	\$0.00
Total	\$10,000.00

Routing Slip

Department			
NIFS Entry	Margaret Reynolds	09/05/2023 11:25AM	Approved
NIFS Final Approval	John Capece	09/05/2023 04:45PM	Approved
Final Approval	John Capece	09/05/2023 04:45PM	Approved
County Attorney			
Approval as to Form	Thomas Montefinise	09/11/2023 11:38AM	Approved
RE & Insurance Verification	Andrew Amato	09/06/2023 08:49AM	Approved
NIFS Approval	Mary Nori	09/20/2023 04:42PM	Approved
Final Approval	Mary Nori	09/20/2023 04:42PM	Approved
OMB			
NIFS Approval	Jenna Ferrante	09/06/2023 09:38AM	Approved
NIFA Approval	Irfan Qureshi	09/18/2023 11:26AM	Approved
Final Approval	Irfan Qureshi	09/18/2023 11:26AM	Approved
Compliance & Vertical DCE			
Procurement Compliance Approval	Andrew Levey	09/26/2023 04:25PM	Approved
DCE Compliance Approval	Robert Cleary	11/09/2023 05:22PM	Approved
Vertical DCE Approval	Arthur Walsh	11/14/2023 12:33PM	Approved
Final Approval	Arthur Walsh	11/14/2023 12:33PM	Approved
Legislative Affairs Review			
Final Approval	Christopher Leimone	03/04/2024 01:38PM	Approved
Legislature			
Final Approval			In Progress
Comptroller			
Claims Approval			Pending
Legal Approval			Pending

Accounting / NIFS Approval			Pending
Deputy Approval			Pending
Final Approval			Pending
NIFA			
NIFA Approval			Pending