

Establishing A Policy Requiring Vendor Reporting As A Component Of Executing Certain Contract Extensions On Behalf Of Ulster County For Professional Services

Referred to: The Ways and Means Committee (Chairman Gavaris and Legislators Collins, Hansut, Kovacs, Nolan, Roberts, and Uchitelle)

Legislator Joseph Maloney offers the following:

WHEREAS, Ulster County (“the County”) utilizes contractual agreements for professional services with third party organizations in the delivery of essential and vital public services, some of which are subject to approval by the Ulster County Legislature consistent with the terms of the Charter; and

WHEREAS, the County upholds high financial and managerial standards for each vendor delivering professional services for the County and conducting business on behalf of the County; and

WHEREAS, it is essential that the County maintain high standards in the performance and delivery of contracted professional services which the Legislature acknowledges are vital to many Ulster County residents; and

WHEREAS, contracts with Ulster County for the delivery of professional services currently contain language which requires detailed reporting of program activities, services provided, goals met, and outstanding deliverables which are generally due upon the completion of each contract prior to the submission of any final invoices for payment; and

WHEREAS, the Ulster County Legislature acknowledges that these reporting requirements are vital to the determination of a contract’s true value to the County and to the determination of whether a vendor is acting in compliance with the County’s performance, legal, and ethical expectations; and

WHEREAS, the Ulster County Legislature deems it necessary to enact policy to ensure the County is contracting with vendors that are actively meeting contractual and programmatic delivery expectations to the maximum extent possible when working for the County and conducting business on behalf of the County; and

WHEREAS, current delivery expectations on these standard reporting requirements are insufficient for appropriate and adequate decision-making when considering contract extensions and/or renewals; and

Resolution No. 124 March 18, 2025

Establishing A Policy Requiring Vendor Reporting As A Component Of Executing Certain Contract Extensions On Behalf Of Ulster County For Professional Services

WHEREAS, pursuant to § C-74 B. (4) of the Ulster County Charter, the Ulster County Purchasing Director shall perform such other and related duties as shall be required and delegated by the County Executive or County Legislature; now, therefore, be it

RESOLVED, that it shall be the policy of Ulster County that no less than all professional services contracts requiring approval by the Legislature, and those which contain an option to renew to extend the terms of agreement for professional services, executed on or after July 1, 2025 shall contain language which requires the delivery of a report detailing program activities, services provided, goals met, outstanding deliverables, and, if applicable, any issues with upcoming deadlines be submitted by the vendor prior to the Department's decision to exercise the option to amend and/or renew; and, be it further

RESOLVED, that all applicable contracts and contract amendments submitted for consideration by the Legislature consistent with the Ulster County Charter shall be accompanied by the aforementioned report; and, be it further

RESOLVED, that the Ulster County Legislature recommends the furtherance of this Policy to extend to all contracts and contract amendments for professional services, including those which are not subject to approval by the Legislature under the authority in the Charter; and

RESOLVED, that the Purchasing Director, him/her/themself or through designee, shall ensure applicable contracts and contract amendments with vendors delivering professional services for the County and conducting business on behalf of the County executed on or after July 1, 2025 are in compliance with this Policy; and, be it further

RESOLVED, that the Purchasing Director, him/her/themself or through designee, shall provide notice of this Policy on the county's website and in all announcements, including contracts, procurement requests, and requests for proposals,

and moves its adoption.

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Of Executing Certain Contract Extensions On Behalf Of Ulster
County For Professional Services**

ADOPTED BY THE FOLLOWING VOTE:

AYES: 22 NOES: 1

(Noes: Legislator Nolan)

Passed Committee: Ways and Means on March 13, 2025

FINANCIAL IMPACT:

NONE

STATE OF NEW YORK

ss:

COUNTY OF ULSTER

I, the undersigned Clerk of the Legislature of the County of Ulster, hereby certify that the foregoing resolution is the original resolution adopted by the Ulster County Legislature on the 18th Day of March in the year Two Thousand Twenty-Five, and said resolution shall remain on file in the office of said clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the County of Ulster this 20th Day of March in the year Two Thousand Twenty-Five.

[s] Victoria A. Fabella
Victoria A. Fabella, Clerk
Ulster County Legislature

Submitted to the County Executive this
20th Day of March 2025.

[s] Victoria A. Fabella
Victoria A. Fabella, Clerk
Ulster County Legislature

Approved by the County Executive this
27th Day of March 2025.

[s] Jen Metzger
Jen Metzger, County Executive