



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

November 6, 2020

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with St. John Fisher College for the Provision of County Historian Services

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with St. John Fisher College for the provision of County Historian services in an annual amount not to exceed \$50,000 for the period of January 1, 2021 through December 31, 2021, with the option to renew for two (2) additional one-year periods.

St. John Fisher College will hold and maintain the County's historical archives and be responsible for providing all services related to the operation of the Office of the County Historian. Carolyn Vacca, Ph.D. will continue to act as County Historian. She and her staff will continue to provide daily office hours to the public, facilitate the collection of documents and materials from various County departments and agencies, sponsor public exhibits, provide research for both conference presentations and scholarly publications, and support, coordinate, and respond to the needs and inquiries of town and village historians and the public at large. The Office processes approximately 900 requests for information annually, plus informal social media requests, and also provides assistance regarding historical records and archives to the County's Records Management Officer, represents the County at the County Historian's Association and at other professional meetings, and produces scholarly papers documenting the history of Monroe County. The County has contracted with St. John Fisher College for these services for fourteen (14) years.

A request for qualifications was issued for these services with St. John Fisher College the sole respondent.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with St. John Fisher College, 3690 East Avenue, Rochester, New York 14618, for the provision of County Historian services, in an annual amount not to exceed \$50,000, for the period of January 1, 2021 through December 31, 2021, with the option to renew for two (2) additional one-year periods.

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Committee Assignment	
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Funding for this contract is included in the proposed 2021 operating budget of the Department of Finance, fund 9001, funds center 1207010000, Purchasing. No additional net County support is required in the current Monroe County budget.

This action 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..

St. John Fisher College is a not-for-profit agency, and the records in the Office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

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

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