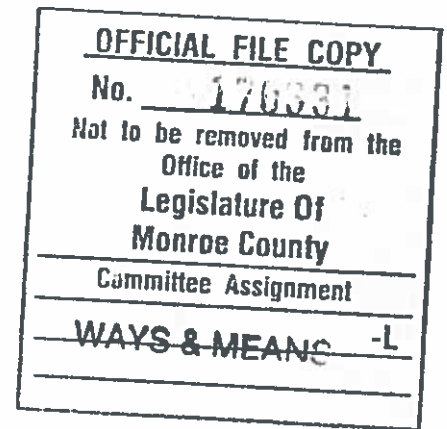


Office of the County Executive

MONROE COUNTY, NEW YORK

Cheryl Dinolfo
County Executive

November 9, 2017



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, 2018 through December 31, 2018, 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 700 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 eleven (11) 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 her designee, to execute a contract, and any amendments thereto, with St. John Fisher College, 3690 East Avenue, Rochester, NY 14618, for the provision of County Historian support services, in an annual amount not to exceed \$50,000, for the period of January 1, 2018 through December 31, 2018, with the option to renew for two (2) additional one-year periods.

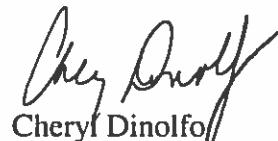
Environmental assessments were completed for this action and it was determined that there would be no significant effect on the environment.

Funding for this contract is included in the proposed 2018 operating budget of the Department of Finance, general fund 9001, funds center 1207010000, Purchasing, and will be requested in future years budgets. No additional net County support is required in the current Monroe County budget.

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,



Cheryl Dinolfo
Monroe County Executive

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