

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1020 Fax (845) 808-1933

Amy E. Sayegh *Chairwoman*  
Greg E. Ellner *Deputy Chair*  
Diane Schonfeld *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**AGENDA**  
**PROTECTIVE SERVICES COMMITTEE MEETING**  
**HELD IN ROOM 318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Jonke & Legislators Addonizio & Birmingham**

Thursday

February 13, 2025

(Immediately Following 6:30pm Personnel Mtg.)

1. Pledge of Allegiance
2. Roll Call
3. Acceptance/ Protective Services Meeting Minutes/ November 21, 2024
4. Approval/ Budgetary Amendment 24A127/ Sheriff's Office/ Reimbursement for Services Provided to Putnam County School Districts in Excess of the Department's 2024 Budget to Apply to Overtime Expenses/ Sheriff Kevin McConville
5. Approval/ Budgetary Amendment 24A131/ Sheriff's Office/ Reimbursement for Services Provided to Putnam County School Districts in Excess of the Department's 2024 Budget to Apply to Overtime Expenses/ Sheriff Kevin McConville
6. Approval/ Budgetary Amendment 24A132/ Sheriff's Office/ Sheriff's Office/ Reimbursement for Services Provided to Putnam County School Districts in Excess of the Department's 2024 Budget to Apply to Overtime Expenses/ Sheriff Kevin McConville
7. Approval/ Budgetary Amendment 25A014/ Sheriff's Office/ Amend Audio and Visual Equipment Budget to Implement GPS Technology for Putnam County Patrol Fleet/ Sheriff Kevin McConville

- 8. FYI/ Sheriff's Office/ DASNY – State and Municipalities (SAM) Grant Application through State Senator Harckham's Office/ Undersheriff Thomas Lindert**
- 9. FYI/ Fund Transfer 25T013/ Funds to Cover Part-Time Employee to Cover Ignition Interlock Program Responsibilities and Training of New Employee/ Director of Probation John Osterhout**
- 10. FYI/ 2024 Coroners Report**
- 11. Other Business**
- 12. Adjournment**

Prot. Feb

#3

**PROTECTIVE SERVICES COMMITTEE MEETING  
HELD IN ROOM #318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairwoman Nacerino, Legislators Addonizio & Sayegh**

**Thursday**

**November 21, 2024**

The meeting was called to order at 6:30pm by Chairwoman Nacerino who requested Legislative Counsel Firriolo lead in the pledge of allegiance. Upon roll call, Chairwoman Nacerino, Legislators Addonizio and Sayegh were present.

**Item #3 – Acceptance/ Protective Services Meeting Minutes/ September 12, 2024**

Chairwoman Nacerino stated the minutes were accepted as submitted.

**Item #4 – Approval/ Budgetary Amendment 24A113/ Sheriff’s Dept./ Overtime Reimbursement – Crisis Intervention Team (CIT) Training & Drug Recognition Expert (DRE) Annual Conference/ Sheriff Kevin McConville**

Chairwoman Nacerino stated this is for incoming funds that will be used to cover overtime expense.

Chairwoman Nacerino made a motion to approve Budgetary Amendment 24A113/ Sheriff’s Dept./ Overtime Reimbursement – Crisis Intervention Team (CIT) Training & Drug Recognition Expert (DRE) Annual Conference; Seconded by Legislator Sayegh. All in favor.

**Item #5 – Approval/ Budgetary Transfer 24T406/ Finance/ Legal Aid Adjust Appropriations through the End of the Year based on Q424- 18b Claims/ Commissioner of Finance Michael Lewis**

Chairwoman Nacerino stated this request is in the amount of \$125,000. She stated the County is obligated to meet these needs.

Chairwoman Nacerino made a motion to approve Budgetary Transfer 24T406/ Finance/ Legal Aid Adjust Appropriations through the End of the Year based on Q424- 18b Claims; Seconded by Legislator Addonizio. All in favor.

**Item #6 - Approval/ Application - NYS Division of Homeland Security and Emergency Services – FY2024-25 Hazardous Materials Emergency Preparedness (HMEP) Grant/Commissioner of Bureau of Emergency Services Robert Lipton**

Chairwoman Nacerino stated that Commissioner of Bureau of Emergency Services Lipton was not present. She stated this agenda item is a request to apply for the NYS Division of Homeland Security and Emergency Services FY2024-25 Hazardous Materials Emergency Preparedness

Grant in the amount of \$16,000. She stated there is a 25% match of in-kind or cash required. She questioned if there were any questions and requested if the Committee Members were comfortable moving this.

Legislators Addonizio and Sayegh confirmed their support of approving this request to apply for NYS Division of Homeland Security and Emergency Services FY2024-25 Hazardous Materials Emergency Preparedness Grant.

Legislator Jonke referenced that in the backup it states the applications were due by October 17, 2024. He questioned if it is possible they already applied.

Chairwoman Nacerino stated that may be the case since the Legislature was busy with the budget during October. She clarified that is just speculation on her part.

Legislator Jonke requested that a memo be sent to confirm an application was made in time. He stated that he has no problem approving this but would like to know for sure.

Chairwoman Nacerino confirmed she would have the Clerk send a memo to BES Commissioner Lipton requesting confirmation that Putnam County's Application met the deadline of October 17, 2024.

Legislator Jonke stated he would like to add that in the future if they will be requesting approval from the Legislature to apply for a grant, that someone from the department be present at the Committee meeting to address any questions.

Chairwoman Nacerino stated that she agrees totally with that.

Chairwoman Nacerino made a motion to Approve/ Application - NYS Division of Homeland Security and Emergency Services – FY2024-25 Hazardous Materials Emergency Preparedness (HMEP) Grant, Contingent Upon Receiving a Memo of Response from Commissioner Lipton; Seconded by Legislator Sayegh. All in favor.

**Item #7 – FYI/ Fund Transfer 24T385/ District Attorney's Office/ Cover the Cost of Replacing Old Laptops to Keep Up With Discovery Demands/ District Attorney Robert Tedy – Duly Noted**

**Item #8 - FYI/ Coroners Report - 2024 Cases By Quarter – Duly Noted**

**Item #9– Other Business - None**

**Item #10 – Adjournment**

There being no further business at 6:36pm Chairwoman Nacerino made a motion to adjourn; Seconded by Legislator Sayegh. All in favor

Respectfully submitted by Deputy Clerk Diane Trubulsky.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1020 Fax (845) 808-1933

Paul E. Jonke *Chairman*  
Amy E. Sayegh *Deputy Chair*  
Diane Schonfeld *Clerk*  
Robert Firriolo *Counsel*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Ginny Nacerino	Dist. 4
Greg E. Ellner	Dist. 5
Paul E. Jonke	Dist. 6
Joseph Castellano	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**AGENDA**  
**PROTECTIVE SERVICES COMMITTEE MEETING**  
**HELD IN ROOM 318**  
**PUTNAM COUNTY OFFICE BUILDING**  
**CARMEL, NEW YORK 10512**

**Members: Chairwoman Nacerino & Legislators Addonizio & Sayegh**

**Thursday 6:30p.m. November 21, 2024**

**(The Health, Social, Educational & Environmental Comm. Meeting will Immediately Follow)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Acceptance/ Protective Services Meeting Minutes/ September 12, 2024**
- 4. Approval/ Budgetary Amendment 24A113/ Sheriff's Dept./ Overtime Reimbursement – Crisis Intervention Team (CIT) Training & Drug Recognition Expert (DRE) Annual Conference/ Sheriff Kevin McConville**
- 5. Approval/ Budgetary Transfer 24T406/ Finance/ Legal Aid Adjust Appropriations through the End of the Year based on Q424- 18b Claims/ Commissioner of Finance Michael Lewis**
- 6. Approval/ Application - NYS Division of Homeland Security and Emergency Services – FY2024-25 Hazardous Materials Emergency Preparedness (HMEP) Grant/Commissioner of Bureau of Emergency Services Robert Lipton**
- 7. FYI/ Fund Transfer 24T385/ District Attorney's Office/ Cover the Cost of Replacing Old Laptops to Keep Up With Discovery Demands/ District Attorney Robert Tendy**
- 8. FYI/ Coroners Report - 2024 Cases By Quarter**
- 9. Other Business**
- 10. Adjournment**

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
Plot  
ATA

SHEILA BARRETT  
First Deputy Commissioner of Finance

Reso #4

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

December 17, 2024

Ms. Diane Schonfeld, Clerk  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

2025 JAN - 2 PM 3:33  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget.

Increase Revenues:

16311000 422601 Sheriff -Youth – Deputy Outside Services \$ 6,103.75

Increase Expenses:

16311000 51093 Sheriff -Youth - Overtime \$ 5,670.00

16311000 58002 Sheriff -Youth - Social Security 433.75

\$ 6,103.75 ✓

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

This amendment will recognize reimbursement for services rendered to the school districts in excess of the department's 2024 budget. The Sheriff respectfully requests these funds be applied to overtime expense.

AUTHORIZATION:

Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date \_\_\_\_\_ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

Date \_\_\_\_\_ Chairperson Audit/Designee: \$0 - \$10,000.00

24A127

Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00

BrCSD – Ck 110873 - \$2,761.22 and Haldane SD – Ck 64174 - \$3,342.53



KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300

**Deputy Outside Services**



THOMAS H. LINDERT  
UNDERSHERIFF

DATE: 12/15/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #110873 in the amount of \$2,761.22

From: Brewster Central School District

Is reimbursement for services rendered by deputies for invoice # : 2897

Please apply to corresponding revenue account # 16311000. 422601 \$2,761.22

Additionally, please increase expenditure lines:

16311000.51093	\$2,565.00
16311000.58002	\$ 196.22

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2897

<b>BILL TO</b>
MR. JOHN CONROY, ASSIST. PRINCIPAL JFK ELEMENTARY SCHOOL 31 FOGGINTOWN RD. BREWSTER, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SUPPA	4	JFK ELEMENTARY SCHOOL OPEN HOUSE : 16:30-20:30	135.00	9/9/2024	540.00
SUPPA	3	JFK ELEMENTARY SCHOOL OPEN HOUSE : 17:30-20:30	135.00	9/11/2024	405.00
SUPPA	6	JFK PTA MOVIE NIGHT : 16:00-22:00	135.00	9/13/2024	810.00
SUPPA	3	JFK ELEMENTARY SCHOOL OPEN HOUSE : 17:30-20:30	135.00	9/16/2024	405.00
SUPPA	3	JFK ELEMENTARY SCHOOL OPEN HOUSE : 17:30-20:30	135.00	9/19/2024	405.00
		Sub-total for fica			2,565.00
Fica		Fica Percentage	7.65%		196.22
				<b>Total</b>	\$2,761.22



KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300



THOMAS H. LINDERT  
UNDERSHERIFF

**Deputy Outside Services**

DATE: 12/15/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #64174 in the amount of \$3,342.53

From: Haldane Central School District

Is reimbursement for services rendered by deputies for invoice #: 2896

Please apply to corresponding revenue account # 16311000. 422601 \$3,342.53

Additionally, please increase expenditure lines:

16311000.51093	\$3,105.00
16311000.58002	\$ 237.53

Very truly yours,

Kristin Van Tassel  
Fiscal Manager

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2896

BILL TO
HALDANE HIGH SCHOOL JULIA SNIFFEN, PRINCIPAL 15 CRAIGSIDE DRIVE COLD SPRING, N.Y. 10516

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
TOLVE	19	HALDANE TRAFFIC DETAIL: SEPTEMBER 3,4,5,6,9,10,11,12,16,17,18,19,20,23,24,25,26,27 ,30	135.00		2,565.00
SAVASTANO	4	HIGHSCHOOL FOOTBALL GAME : 12:00-16:00	135.00		540.00
Fica		Sub-total for fica			3,105.00
		Fica Percentage	7.65%		237.53
				<b>Total</b>	\$3,342.53

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
Pist  
A+A

Reso  
#5

SHEILA BARRETT  
First Deputy Commissioner of Finance

ALEXANDRA GORDON  
Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

December 27, 2024

Ms. Diane Schonfeld, Clerk  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

2025 JAN - 2 PM 3: 22  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget.

Increase Revenues:

16311000 422601 Sheriff -Youth – Deputy Outside Services \$ 26,304.27

Increase Expenses:

16311000 51093 Sheriff -Youth - Overtime \$ 24,435.00  
16311000 58002 Sheriff -Youth - Social Security 1,869.27  
\$ 26,304.27

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

This amendment recognizes reimbursement for services rendered to the school districts in excess of the department's 2024 budget. The Sheriff respectfully requests these funds be applied to overtime expense.

AUTHORIZATION:

Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date \_\_\_\_\_ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

Date \_\_\_\_\_ Chairperson Audit/Designee: \$0 - \$10,000.00 **24A131**

Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00

CaCSD – Ck 312185 - \$435.98, BrCSD – Ck 110967 - \$16,422 and Haldane SD – Ck 64224 - \$9,446.29

	Invoice Pd	Salary	OT	Total
Haldane SD	2919	405.00	30.98	435.98
CaCSD	2915	4,252.50	325.32	4,577.82
CaCSD	2916	4,522.50	345.97	4,868.47
BrCSD	2894	2,362.50	180.73	2,543.23
BrCSD	2898	2,565.00	196.22	2,761.22
BrCSD	2899	1,620.00	123.93	1,743.93
BrCSD	2908	3,307.50	253.02	3,560.52
BrCSD	2909	3,780.00	289.17	4,069.17
BrCSD	2911	1,620.00	123.93	1,743.93

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	24,435.00	1,869.27	26,304.27
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KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300

Deputy Outside Services



THOMAS H. LINDERT  
UNDERSHERIFF

DATE: 12/23/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #312185 in the amount of \$435.98

From: Carmel Central School District

Is reimbursement for services rendered by deputies for invoice #: 2919

Please apply to corresponding revenue account # 16311000.422601 \$435.98

Please also increase expenditure :

16311000.51093	\$405.00
16311000.58002	\$ 30.98

Very truly yours,

Carmel Central School District

ID	Vendor Name	Vendor Address	Date	Check Amount	Check Number
1544	PUTNAM COUNTY SHERIFF'S OFFICE	3 COUNTY CENTER CARMEL, NY 10512	12/18/2024	\$435.98	312185

PO Number	Budget Account	Invoice Number	Amount	PO Number	Budget Account	Invoice Number	Amount
257709	A 7310 400-06-0000	/2919	435.98				

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
12/3/2024	2919

BILL TO
Dr. Erin Meehan-Fairben Superintendent Carmel Central School District P.O. Box 296 South Street Patterson, NY 12563

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
GRAY Fica	3	CARMEL BOE MEETING (18:00-21:00) Fica Percentage	135.00 7.65%	10/16/2024	405.00 30.98
				<b>Total</b>	\$435.98



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**

**Deputy Outside Services**



**THOMAS H. LINDERT**  
UNDERSHERIFF

DATE: 12/23/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #110967 in the amount of \$16,422.00

From: Brewster Central School District

Is reimbursement for services rendered by deputies for invoice #'s: 2894, 2898, 2899, 2908, 2909, 2911.

Please apply to corresponding revenue account # 16311000. 422601 \$16,422.00

Additionally, please increase expenditure lines:

16311000.51093 \$15,255.00  
16311000.58002 \$ 1,167.00

BREWSTER CENTRAL SCHOOL DISTRICT GENERAL FUND				110967
ID	Vendor Name	Vendor Address	Date	Check Number
6356	PUTNAM COUNTY SHERIFF'S DEPART	3 COUNTY CENTER CARMEL, NY 10512	12/20/2024	110967
Purchase Order Number	Budget Account	Invoice Number	Amount	
250566	A 2855.400-12-0000	2899	\$1,743.93	
251378	A 1620.402-09-0000	2894	\$2,643.23	
251378	A 1620.402-09-0000	2898	\$2,761.22	
251378	A 1620.402-09-0000	2908	\$3,560.52	
251378	A 1620.402-09-0000	2909	\$4,069.17	
251378	A 1620.402-09-0000	2911	\$1,743.93	
<b>Check Total :</b>				<b>\$16,422.00</b>

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2894

BILL TO
Mr. Carlos Rodriquez, Principal Henry Wells Middle School 570 Route 312 Brewster, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
IARUSSI	17.5	HHW: TRAFFIC DETAIL : SEPTEMBER 3,4,5,9,10,11,12,13,16,17,18,19,20,23,24,26,27,3 0	135.00		2,362.50
Fica		Fica Percentage	7.65%		180.73
				<b>Total</b>	\$2,543.23

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2898

<b>BILL TO</b>
Nichole Horler, Principal Brewster High School 50 Foggintown Road Brewster, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
GOODMAN	19	BREWSTER H.S.: AFTER SCHOOL : SEPTEMBER 3,4,5,9,10,11,12,13,16,17,18,19,20,23,24,25,26,27,30	135.00		2,565.00
Fica		Fica Percentage	7.65%		196.22
				<b>Total</b>	\$2,761.22

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2899

<b>BILL TO</b>
MR. DEAN BERNARDO ATHLETIC DIRECTOR BREWSTER CENTRAL SCHOOL DISTRICT 50 FOGGINTOWN ROAD BREWSTER, N.Y. 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
PIERSON	3	BREWSTER H.S.: JV FOOTBALL GAME (16:30-19:30)	135.00	9/16/2024	405.00
SUPPA	3	BREWSTER H.S.: JV FOOTBALL GAME (16:30-19:30)	135.00	9/23/2024	405.00
SUPPA	3	BREWSTER H.S.: JV FOOTBALL GAME (16:30-19:30)	135.00	9/30/2024	405.00
IARUSSI	3	BREWSTER H.S.: CROSS COUNTRY MEET (16:00-19:00)	135.00	9/30/2024	405.00
Fica		Sub-total for fica			1,620.00
		Fica Percentage	7.65%		123.93
				<b>Total</b>	\$1,743.93

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/25/2024	2908

<b>BILL TO</b>
Mr. Carlos Rodriguez, Principal Henry Wells Middle School 570 Route 312 Brewster, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
IARUSSI	13	HHW TRAFFIC DETAIL: OCTOBER 1,2,7,9,10,11,15,16,17,18,22,23,24	135.00		1,755.00
IARUSSI	3.5	HHW : OPEN HOUSE NIGHT (17:00-20:30)	135.00	10/1/2024	472.50
IARUSSI	4	HHW: HALLOWEEN DANCE (17:00-21:00)	135.00	10/30/2024	540.00
ZULLO	4	HHW TRAFFIC DETAIL: OCTOBER 28,29,30,31	135.00		540.00
		Sub-total for fica			3,307.50
Fica		Fica Percentage	7.65%		253.02
<b>Total</b>					<b>\$3,560.52</b>

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/25/2024	2909

<b>BILL TO</b>
Nichole Horler, Principal Brewster High School 50 Foggintown Road Brewster, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
GOODMAN	18	BHS: AFTER SCHOOL : OCTOBER 1,2,7,8,9,11,15,16,17,18,21,22,23,24,25,29,30,31	135.00		2,430.00
MAGLIETTA	5	BHS: HOMECOMING DANCE : 17:00-22:00	135.00	10/26/2024	675.00
IARUSSI	5	BHS: HOMECOMING DANCE : 17:00-22:00	135.00	10/26/2024	675.00
Fica		Sub-total for fica			3,780.00
		Fica Percentage	7.65%		289.17
				<b>Total</b>	\$4,069.17

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/25/2024	2911

<b>BILL TO</b>
EILEEN CRUZ, ASSIST. PRINCIPAL JFK ELEMENTARY SCHOOL 31 FOGGINTOWN RD. BREWSTER, NY 10509

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
IARUSSI	6	RFS: JFK ELEMENTARY SCHOOL: TRUNK OR TREAT (14:00-20:00)	135.00	10/19/2024	810.00
SUPPA	6	RFS: JFK ELEMENTARY SCHOOL: TRUNK OR TREAT (14:00-20:00)	135.00	10/19/2024	810.00
Fica		Sub-total for fica			1,620.00
		Fica Percentage	7.65%		123.93
				<b>Total</b>	\$1,743.93



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**



**THOMAS H. LINDERT**  
UNDERSHERIFF

**Deputy Outside Services**

DATE: 12/23/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #64224 in the amount of \$9,446.29

From: Haldane Central School District

Is reimbursement for services rendered by deputies for invoice #: 2915, 2916

Please apply to corresponding revenue account # 16311000.422601 \$9,446.29

Additionally, please increase expenditure lines:

16311000.51093 \$8,775.00  
16311000.58002 \$ 671.29

HALDANE CENTRAL SCHOOL DISTRICT - MULTILEND

ID	Vendor Name	Vendor Address	Date	Check Number
1528	PUTNAM COUNTY SHERIFF'S DEPT.	THREE COUNTY CENTER ATTN: UNDERSHERIFF T. LINDERT CARMEL, NY 10512	12/18/2024	64224

Purchase Order Number	Budget Account	Invoice Number	Amount
240540	A 1621.161-04	2916	\$4,868.47
240540	1621.161-04	2915	4,577.82

**Check Total : \$9,446.29**

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/25/2024	2915

<b>BILL TO</b>
HALDANE HIGH SCHOOL JULIA SNIFFEN, PRINCIPAL 15 CRAIGSIDE DRIVE COLD SPRING, N.Y. 10516

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
TOLVE	19	RFS: HALDANE TRAFFIC DETAIL: OCTOBER 1,4,7,9,10,11,15,16,17,18,19,21,22,23,24,25,28,29,30,31	135.00		2,565.00
TOLVE	3	HALDANE HS MOVIE NIGHT (19:00-22:00)	135.00	10/2/2024	405.00
TOLVE	4.5	HOMECOMING DANCE (17:30-22:00)	135.00	10/19/2024	607.50
MONROE	5	HOMECOMING DANCE (17:30-22:30)	135.00	10/19/2024	675.00
		Sub-total for fica			4,252.50
Fica		Fica Percentage	7.65%		325.32
				<b>Total</b>	<b>\$4,577.82</b>

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
12/3/2024	2916

<b>BILL TO</b>
Haldane Central School District Mr. Tom Cunningham, AD 15 Craigside Drive Cold Spring, NY 10516

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
MONROE	3.5	RFS: HALDANE SOCCER REGIONAL (13:45-17:15)	135.00	10/5/2024	472.50
TOLVE	3.5	RFS: HALDANE HOME FOOTBALL GAME (13:00-16:30)	135.00	10/12/2024	472.50
TOLVE	4.5	RFS: HALDANE HOMCOMING GAME (17:30-22:00)	135.00	10/18/2024	607.50
SAVASTANO	4.5	RFS: HALDANE HOMECOMING GAME (17:30-22:00)	135.00	10/18/2024	607.50
GOODMAN	5.75	RFS: HALDANE HOMECOMING GAME (16:45-22:30)	135.00	10/18/2024	776.25
JOHNSON	5.75	RFS: HALDANE HOMECOMING GAME (17:15-23:00))	135.00	10/18/2024	776.25
TOLVE	3	RFS: HALDANE BOYS VARSITY SOCCER (16:30-19:30)	135.00	10/21/2024	405.00
TOLVE	3	RFS: HALDANE VARISTY HOME GAME V. HASTINGS (14:00-17:00)	135.00	10/26/2024	405.00
Fica		Sub-total for fica			4,522.50
		Fica Percentage	7.65%		345.97
				<b>Total</b>	<b>\$4,868.47</b>

MICHAEL LEWIS  
Commissioner Of Finance



cc: all  
Prot  
A+A

SHEILA BARRETT  
First Deputy Commissioner of Finance #6  
ALEXANDRA GORDON  
Deputy Commissioner of Finance

Reso

DEPARTMENT OF FINANCE

December 31, 2024

Ms. Diane Schonfeld, Clerk  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 JAN - 7 AM 10:31

Dear Ms. Schonfeld

Pursuant to Code Section 5-1, A dated February 14, 2010, I am advising you of the following request to amend the 2024 Putnam County Sheriff Department's budget.

Increase Revenues:

16311000 422601 Sheriff -Youth – Deputy Outside Services \$ 15,114.07

Increase Expenses:

16311000 51093 Sheriff -Youth - Overtime \$ 14,040.00

16311000 58002 Sheriff -Youth - Social Security 1,074.07

\$ 15,114.07

2024 Fiscal Impact - 0  
2025 Fiscal Impact - 0

This amendment recognizes reimbursement for services rendered to the school districts in excess of the department's 2024 budget. The Sheriff respectfully requests these funds be applied to overtime expense.

AUTHORIZATION:

Date Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000.00

Date Chairperson Audit/Designee: \$0 - \$10,000.00

24A132

Date Audit & Administration Committee: \$10,000.01 - \$25,000.00

CaCSD – Ck 312343 - \$1,162.62 and PVCSD – Ck 51293 - \$13,951.45



**KEVIN J. MCCONVILLE**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300**

**Deputy Outside Services**



**THOMAS H. LINDERT**  
UNDERSHERIFF

DATE: 12/31/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #312343 in the amount of \$1,162.62

From: Carmel Central School District

Is reimbursement for services rendered by deputies for invoice #: 2905

Please apply to corresponding revenue account # 16311000. 422601 \$1,162.62

Please also increase expenditure :

16311000.51093	\$1,080.00
16311000.58002	\$ 82.62

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2905

<b>BILL TO</b>
Dr. Erin Meehan-Fairben Superintendent Carmel Central School District P.O. Box 296 South Street Patterson, NY 12563

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
JOHNSON	4.5	CARMEL BOE MEETING : 17:45-22:15	135.00	9/24/2024	607.50
JOHNSON	3.5	CARMEL BOE MEETING : 18:15-21:45	135.00	9/9/2024	472.50
		Sub-total for fica			1,080.00
Fica		Fica Percentage	7.65%		82.62
			<b>Total</b>		\$1,162.62

**Carmel Central School District**

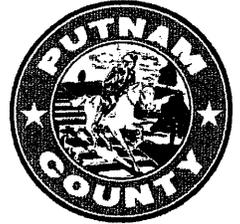
ID 1544	Vendor Name PUTNAM COUNTY SHERIFF'S OFFICE	Vendor Address 31 COUNTY CENTER CARMEL, IN 46812	Date 12/18/2024	Check Amount \$1,162.62	Check Number 312343
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PO Number	Budget Account	Invoice Number	Amount	PO Number	Budget Account	Invoice Number	Amount
257709	A 7310 400-06-0000	#2905	1,162.62				



KEVIN J. MCCONVILLE  
SHERIFF

PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND  
CORRECTIONAL FACILITY  
THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300



THOMAS H. LINDERT  
UNDERSHERIFF

**Deputy Outside Services**

DATE: 12/31/2024

Mr. Michael Lewis  
Commissioner of Finance  
County Office Building  
40 Gleneida Avenue  
Carmel, N.Y. 10512

Dear Commissioner Lewis:

Check #51293 in the amount of \$13,951.45

From: Putnam Valley Central School District

Is reimbursement for services rendered by deputies for invoice #'s: 2900, 2901, 2913 and 2914.

Please apply to corresponding revenue account # 16311000. 422601 \$13,951.45

Please also increase expenditure:

16311000.51093	\$12,960.00
16311000.58002	\$ 991.45

Very truly yours,

Kristin D. Van Tassel  
Fiscal Manager

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/25/2024	2913

<b>BILL TO</b>
KAREN WEISE Putnam Valley School District Business Office 171 Oscawana Lake Road Putnam Valley, NY 10579

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SAVASTANO	18	RFS : PUTNAM VALLEY TRAFFIC DETAIL : OCTOBER 1,2,7,8,9,10,11,15,16,17,18,21	135.00		2,430.00
MONROE	12	RFS: PUTNAM VALLEY TRAFFIC DETAIL: OCTOBER 22,23,24,25,28,29,30,31	135.00		1,620.00
Fica		Sub-total for fica Fica Percentage	7.65%		4,050.00 309.83
				<b>Total</b>	<b>\$4,359.83</b>

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2900

BILL TO
Mr. David Kantrowitz Putnam Valley Central School District 146 Peekskill Hollow Road Putnam Valley, NY 10579

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SAVASTANO	4.5	PUTNAM VALLEY FOOTBALL GAME @ H.S.: 17:00-21:30	135.00	9/20/2024	607.50
TOLVE	4.5	PUTNAM VALLEY FOOTBALL GAME @ H.S.: 17:00-21:30	135.00	9/20/2024	607.50
Fica		Sub-total for fica Fica Percentage	7.65%		1,215.00 92.95
				<b>Total</b>	<b>\$1,307.95</b>

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/18/2024	2901

<b>BILL TO</b>
KAREN WEISE Putnam Valley School District Business Office 171 Oscawana Lake Road Putnam Valley, NY 10579

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
SAYASTANO	30	PUTNAM VALLEY SCHOOL: TRAFFIC CONTROL: SEPT 3,4,5,6,9,10,11,12,13,16,17,18,19,20,23,24,25,26,28,30	135.00		4,050.00
Fica		Fica Percentage	7.65%		309.83
				<b>Total</b>	\$4,359.83

Putnam County Sheriff's Office

3 County Center  
Carmel, NY 10512

# Invoice

DATE	INVOICE #
11/25/2024	2914

BILL TO
Putnam Valley High School Athletic Director: Robert Webb 142 Peekskill Hollow Road Putnam Valley, N.Y. 10579

DEPUTY	HOURS	DESCRIPTION	RATE	DATE OF SE...	AMOUNT
ASHLEY	4.25	PVHS HOMECOMING FOOTBALL GAME (18:00-22:15)	135.00	10/10/2024	573.75
FERRIS	4.25	PVHS HOMECOMING FOOTBALL GAME (18:00-22:15)	135.00	10/10/2024	573.75
SAVASTANO	4.25	PVHS HOMECOMING FOOTBALL GAME (18:00-22:15)	135.00	10/10/2024	573.75
IARUSSI	4.25	PVHS HOMECOMING FOOTBALL GAME (18:00-22:15)	135.00	10/10/2024	573.75
MONROE	5	PVHS FOOTBALL GAME (17:00-22:00)	135.00	10/25/2024	675.00
ASHLEY	5	PVHS FOOTBALL GAME (17:00-22:00)	135.00	10/25/2024	675.00
		Sub-total for fica			3,645.00
Fica		Fica Percentage	7.65%		278.84
				<b>Total</b>	\$3,923.84

ID	Vendor Name	Vendor Address	Date	Check Number
930	PUTNAM COUNTY SHERIFF'S DEPT.	THREE COUNTY CENTER ATT. UNDERSHERIFF CARMEL, NY 10512	12/19/2024	51293

Purchase Order Number	Budget Account	Invoice Number	Amount
250482	A 2020 410-20-0000	INV# 2913 11/25/24 TRAFFIC	\$4,359.83
250007	A 2855 400-20-0000	INV# 2900 FOOTBALL 9/20/24	\$1,307.95
250482	A 2020 410-20-0000	INV# 2901 11/18/24	\$4,359.83
250007	A 2855 400-20-0000	INV# 2914 11/25/24	\$3,923.84

**Check Total :** \$13,951.45

cc: all  
Prot 2/13/25  
A+A

Reso  
#7



MICHAEL LEWIS  
Commissioner of Finance

SHEILA BARRETT  
First Deputy Commissioner of Finance

DEPARTMENT OF FINANCE

February 5, 2025

Ms. Diane Schonfeld, Clerk  
Putnam County Legislature  
40 Gleneida Avenue  
Carmel, NY 10512

LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

2025 FEB -5 PM 3:49

Dear Ms. Schonfeld,

Pursuant to Code Section 5-1, B dated February 14, 2010, I am advising you of the following request to amend the 2025 Sheriff's Departments budget.

Increase Estimated Revenues:

13311000 426605	INMATE T COMM USE OF RESERVE	\$17,632.00
15311000 426605	INMATE T COMM USE OF RESERVE	\$14,864.00
	TOTAL	\$32,496.00

Increase Appropriations:

13311000 52140	AUDIO VISUAL EQUIPMENT	\$7,633.00
13311000 54370	AUTOMOTIVE EQUIPMENT	\$9,999.00
15311000 54782	SOFTWARE ACCESSORIES	\$14,864.00
		\$32,496.00

2025 Fiscal Impact -0-  
2026 Fiscal Impact -0-

This request is to amend the 2025 Sheriff's Department's budget, for Audio and Visual Equipment, for the implementation of GPS technology for Putnam County Patrol Fleet. This request will supply each division, within Putnam County's Sheriff's Office, with the ability to monitor patrol locations and offer the ability to view live video feed of AXON Body Cameras, AXON Drone live feed, along with Computer Aided Dispatch. All equipment is to be purchased in accordance with the County's Purchasing Policy.

AUTHORIZATION:

Date \_\_\_\_\_ Commissioner of Finance/Designee: Initiation by \$0 - \$5,000.00

Date \_\_\_\_\_ County Executive/Designee: Authorized for Legislative Consideration \$5,000.01 - \$10,000

Date \_\_\_\_\_ Chairperson Audit/Designee: \$0 - \$10,000.00

Date \_\_\_\_\_ Audit & Administration Committee: \$10,000.01 - \$25,000.00 **25A014**

P-1

**PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM**

February 3, 2025

**TO:** Sheriff Kevin J. McConville

**FROM:** Undersheriff Thomas Lindert 

**SUBJECT: REQUEST FOR AUDIO/VISUAL EQUIPMENT FOR MONITORING OF GPS & CLOSEST EMERGENCY VEHICLE FOR IMMEDIATE DISPATCH. OTHER EQUIPMENT**

Now with the implementation of the real-time GPS Technology for our Patrol Fleet. This program through the TYLER-RMS- CAD system, for the closest car dispatching, will show Sheriff's Patrol Vehicle location in real time.

At your request to supply each division, within the Sheriff's Office, with the ability to monitor patrol locations and offer the ability to view the live video feed of our new AXON Body Cameras, our AXON Drone live feed, along with Computer Aided Dispatch.

To have this live feed in each division, for all working to view, the following equipment will need to be mounted in common office space for personnel in each division to observe.

This equipment purchase should also include Sheriff McConville's Office, the Sheriff's Communications Room/ Back up 911 Communications Center, Patrol Squad Room, BCI Squad Room, Civil, Undersheriff's Office, and Conference Room/ Command Center, Patrol Captains Office.

**The Total of this purchase would be \$7,632.49 with Shipping and mounting equipment.**

Budget Line: 13311000-52140

Additionally, with the installation of the AXON tethered drone on one of our vehicles, we would need to update the equipment in the vehicle to accommodate the Drone and to purpose the vehicle as a command post in such events that it is needed.

To do this properly this vehicle would need to be equipped with additional emergency lighting and lighting used to assist in night-time operations.

**The Equipment amount would Total \$9,999.31**

Budget Line: 13311000-54370

**FOIL SOFTWARE:**

JustFOIA is a FOIL program needed to greatly enhance our ability to respond efficiently to the public requests for documents and video maintained by the Sheriff's Office. This program will allow us to keep track of all communication between the requestor and office staff, with the ability for supervisors to see all progress on requests and respond in a timely manner.

We currently utilize an Excel spreadsheet, and all communications take place between the requestor and office clerk via email, which severely limits the ability of supervisors or backup clerks to track progress and see potential issues.

JustFOIA will also allow for automatic redaction of sensitive information in a much more detailed and efficient manner. We currently redact manually using a Sharpie marker which has potential for items to be missed and looks very unprofessional.

The new system will also allow us to be able to respond in a more streamlined way to requests for background checks for volunteer firemen, school bus drivers and county volunteers. The current system is a cumbersome paper-based process with mailings back and off.

The number of FOIL requests continues to increase each year, both in volume and complexity, and this program is greatly needed to respond appropriately and within legal timeline parameters.

**The Total of this Purchase would be \$14,864.07** for the 9-month period of April 1, 2025, thru December 31, 2025. This item would also be a reoccurring cost in each budget year.

Budget Line: 15311000-54782

**TOTAL: \$32,495.87**

All equipment is to be purchased in accordance with the County Purchasing Policy.



# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

Account Executive: Timothy Vanasse  
Phone: (800) 800-0019 ext. 33011  
Fax: (603) 683-1204  
Email: tim.vanasse@connection.com

# 25724733.02

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

Date: 2/3/2025  
Valid Through: 3/5/2025  
Account #:

Customer Contact: Travis Bjorkander  
Email: travis.bjorkander@putnamcountyny

Phone: (845) 225-5255  
Fax: (845) 225-1421

<b>AB#: 13250684</b> <b>PUTNAM COUNTY SHERIFFS DEPT</b> <b>ACCOUNTS PAYABLE</b> <b>3 COUNTY CTR</b> <b>CARMEL, NY 10512</b> <b>US</b>  <b>(845) 225-4300</b>	<b>AB#: 13250691</b> <b>Putnam County Sheriffs Dept</b> <b>3 County Ctr</b> <b>CARMEL, NY 10512</b> <b>US</b>  <b>(914) 225-3641</b>
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5-30 Days A/R/O	Destination	Heavy Weight Ground	848.00 lbs	Net 30	NCPA 01-144
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Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
2	1	41803140	BE75D-H	75" BE75D-H 4K Ultra HD LED-LCD Commercial TV	Samsung Monitors	\$ 812.37	\$ 812.37
3	1	41803138	BE55D-H	55" BE55D-H 4K Ultra HD LED-LCD Commercial TV	Samsung Monitors	\$ 1,368.18	\$ 1,368.18
4	3	41803137	BE55D-H	55" BE55D-H 4K Ultra HD LED-LCD Commercial TV	Samsung Monitors	\$ 456.06	\$ 1,368.18
5	8	453393	TLP606	Protect It! Surge (6) Outlet (3 Transformers) 6ft Cord 790 Joules, Light Gray	Tripp Lite	\$ 13.32	\$ 106.56
7	1	4779533	4779533	Liftgate Service	Merrimack Service Handling Fees	\$ 60.00	\$ 60.00
8	1	4779533	4779533	In-Store Delivery Service	Merrimack Service Handling Fees	\$ 60.00	\$ 60.00

Subtotal	\$ 7,287.49
Fee	\$ 0.00
Shipping and Handling	\$ 345.00
Tax	Exempt
<b>Total</b>	<b>\$ 7,632.49</b>

# Connection

PUBLIC SECTOR SOLUTIONS

we solve IT™

## ORDERING INFORMATION

GovConnection, Inc. DBA Connection  
NCPA Contract # NCPA 01-144

Please contact your account manager with questions.

### Ordering Address

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

### Remittance Address

GovConnection, Inc.  
PO Box 536477  
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

## TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our NCPA Contract # NCPA 01-144. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

[SLEDOPS@connection.com](mailto:SLEDOPS@connection.com)

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

## THE CRUISERS DIVISION

420 MOUNT PLEASANT AVE, MAMARONECK, NY 10543

914-381-7700 · www.copcars.net

POLICE · DPW · VEHICLES EQUIPMENT · FIRE · EMS

250110 Putnam SO F250 Modification QUOTE keith.puhekker@putnamcountyny.gov

Part	Quan.	List	Cost	Discount	Over Cost	Price	Extended
<b>Vehicle:</b>							
2023 F 250 6.5 Bed	0					\$0.00	\$ -
	1					\$0.00	\$ -
	1					\$0.00	\$ -
<b>Total Vehicle Price</b>	<b>0</b>					<b>\$0.00</b>	<b>\$ -</b>
<b>Contract # Parts: RFB-DCP-08-22</b>							
<b>Contract # Labor: 5848 BPS WC</b>							
EB2SP3* - Whelen 54" Legacy Duo WCX	-1	\$7,056.53		-44.20%		\$3,937.54	\$ (3,937.55)
BSFW47 - Whelen Duo Inner Edge	1	\$1,383.00		-44.20%		\$771.71	\$ 771.72
ISDD - Whelen [RD/WT] Led's	10	\$63.00		-44.20%		\$35.15	\$ 351.54
TCRWX6 - Whelen Tracers Side Mounted	2	\$1,364.00		-44.20%		\$761.11	\$ 1,522.23
TCRWXPJ - Whelen Primary Trio Pods	2	\$116.00		-44.20%		\$64.73	\$ 129.46
TCRWXSJ - Whelen Secondary Trio Pods	10	\$136.00		-44.20%		\$64.73	\$ 647.28
TCRB47 - Whelen Bracket Kits	2	\$110.00		-44.20%		\$61.38	\$ 122.76
TCRWX5 - Whelen Tracer Rear Bumper/Tailgate	1	\$1,173.00		-44.20%		\$654.53	\$ 654.54
TCRWXPJ - Whelen Primary Trio Pods	1	\$116.00		-44.20%		\$64.73	\$ 64.73
TCRWXSJ - Whelen Secondary Trio Pods	4	\$116.00		-44.20%		\$64.73	\$ 258.92
TCRLBKT - Whelen Bracket Kits	4	\$16.00		-44.20%		\$8.93	\$ 35.72
ARGES2 - Whelen Arges Pro Focus Remote Spot Light	1	\$912.00		-44.20%		\$508.90	\$ 508.90
ARGCH1 - Whelen Remote Control	1	\$352.00		-44.20%		\$196.42	\$ 196.42
ARG47DD - Whelen Mount	1	\$116.00		-44.20%		\$64.73	\$ 64.73
TLBJC (2x) - Whelen [RD/BL/WT] Side Mirrors	2	\$221.00		-44.20%		\$123.32	\$ 246.64
PSD02CR (2x) - Whelen [RD/WT]	2	\$218.00		-44.20%		\$121.64	\$ 243.29
PB8223HDL004 - Progard Hd Push Bumper with 4 [RD/WT] XION	1	\$1,698.00		-10.00%		\$1,528.20	\$ 1,528.20
C-VSW-2400-F150-3 - Havis Console	1	\$891.97		-30.00%		\$624.38	\$ 624.38
CUP2-1001 - Havis dual Cup Holder	1	\$67.00		-30.00%		\$46.90	\$ 46.90
C-ARM-1009 - Havis Arm Rest with Pocket	1	\$329.00		-30.00%		\$230.30	\$ 230.30
C-MCB - Havis Mic Bracket	2	\$19.00		-30.00%		\$13.30	\$ 26.60
APPLE IPAD MOUNT (MODEL) 13" M4 PRO	1					\$0.00	\$ -
PKG-TAB4-APP1 - APPLE IPAD HOLDER	1	\$980.00		-30.00%		\$686.00	\$ 686.00
C-HDM-214 - Havis HD Pole	1	\$515.00		-30.00%		\$360.50	\$ 360.50
C-UMM-103 Mount dor Dock Bracket	1	\$118.00		-30.00%		\$82.60	\$ 82.60
	1					\$0.00	\$ -
	1					\$0.00	\$ -
	1					\$0.00	\$ -
	1					\$0.00	\$ -
Harness and Fuse for the Inverter. Mounted under 2nd row seat	1	\$220.00				\$220.00	\$ 220.00
Install CS inverter (NEED TO KNOW MODEL) 3000 Watt	1					\$0.00	\$ -
Shipping	1	\$225.00				\$225.00	\$ 225.00
MISC	1	\$150.00				\$150.00	\$ 150.00
Labor	25.00 hr	\$157.50/hr				\$157.50	\$ 3,937.50
<b>Additional Parts and Labor Total</b>						<b>\$157.50</b>	<b>\$ 3,937.50</b>
						<b>\$</b>	<b>\$ 9,999.31</b>

PO to:

**Total \$ 9,999.31**

The Cruisers Division  
420 Mt Pleasant Ave  
Mamaroneck, NY 10543

Respectfully Submitted  
Gary Gerstein

*Prepared For:*

# **PUTNAM COUNTY SHERIFF'S OFFICE, NY**

## **JustFOIA Proposal Review**

**January 21, 2025**

An overview of the JustFOIA Proposal for the  
Putnam County Sheriff's Office, NY.

*Presented By:*

**Brittany Turner**, Solution Consultant  
JustFOIA



# AGENDA

## E-SIGNATURES

## PROPOSAL OVERVIEW

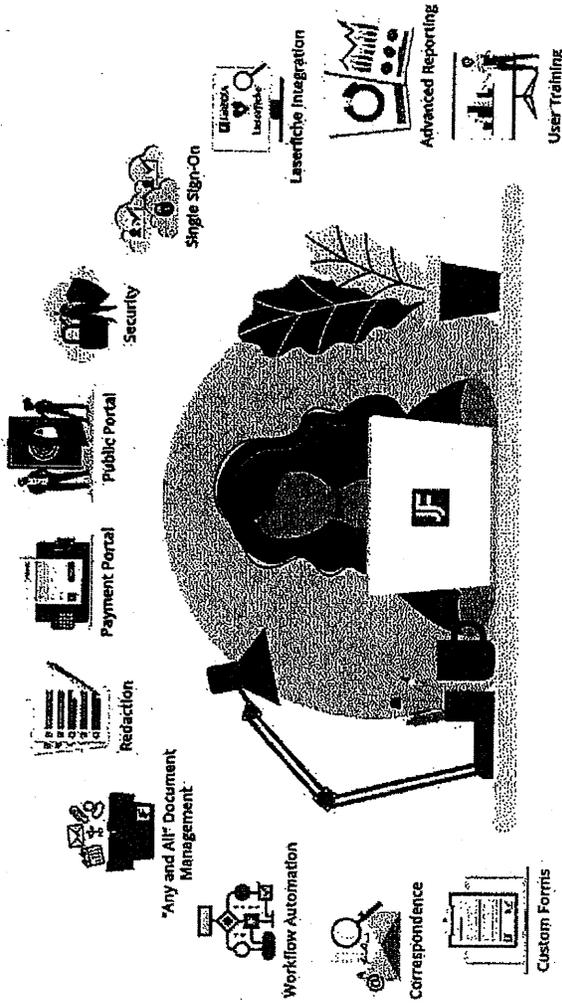
## PRO PLUS SUBSCRIPTION

Features and Services

## PRICING

## IMPLEMENTATION

## NEXT STEPS



# MEET YOUR CONSULTANT

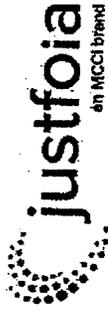


**Brittany Turner**

*Solution Consultant*

850.304.7658

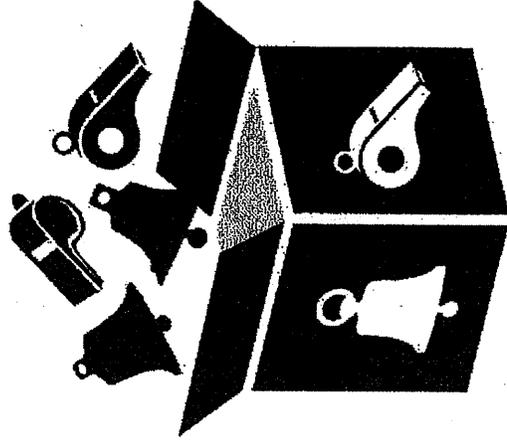
[bturner@justfoia.com](mailto:bturner@justfoia.com)



# OVERVIEW

## JustFOIA Guarantees

- Development fueled by client ideas.
- Personalized white-glove client services.
- Best-in-class technical support.
- Easiest to use or we'll retrain you for free.
- *We are fanatical about client success!*



# PRO PLUS SUBSCRIPTION & SERVICES

Security & Compliance:  
Single Sign-On (SSO)

Retention Schedules

Time & Materials  
Tracking

Any & All Document  
Mgmt. (PST Extraction)

Dedicated Client  
Success Specialist

Unlimited Data  
Storage & Users

Configurable  
Workflows

Invoicing Module

Notifications,  
Reminders, & Alerts

Live Remote Training

Public Portal, Archive,  
& Dynamic Fields

Communication &  
Redaction Tools

Reporting Dashboard

Site & Form  
Configuration

Training Center for  
JustFOIA LMS

# ADDITIONAL FEATURES & SERVICES

Managed Support  
Services (10 Hours)

Dynamic Fields  
Configuration (10)

Redaction Exemption  
Configuration

Additional Form  
Configuration (4)

Laserfiche Integration  
& Configuration

DirectRoute Workflow  
Configuration

Payment Portal &  
Configuration

Additional Dept.  
Onboarding

Onsite Training

Sandbox

# SUPPLEMENTAL SUPPORT

Description	JustFOIA Support Services		
	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge	■	■	■
Remote Training for New/Existing Users	■	■	■
Annual System Review (upon Client request)	■	■	■
System Settings Consultation	■	■	■
Assistance with Current System Modifications*	■	■	■
Assistance with New System Configurations**	■	■	■
Configuration Changes to Routing of Current DirectRoute Workflows	■	■	■
Dedicated Technical Support Professional	■	■	■
Institutional Knowledge of Client's Solution	■	■	■
Proactive recurring consultation calls upon the Client's request	■	■	■
Adjust Current SSO or Payment Portal Connections	■	■	■

# DYNAMIC FIELDS



Type of Request:  
Police

911 Calls

911 calls are **NOT** maintained by the City of Syracuse; please contact the Onondaga County 911 Center for those records.

<https://forms.ongov.net/foil/>

Description of Request (Be as specific as possible, including name, dates, case number, etc. If known.)  
divorce

Hello, it appears you are looking for a **divorce decree** or other court related records. Please visit the link below for more information. Please do not submit your request through this portal.

- **Court Records** (Clerk of Courts, Background Check, Divorce, Traffic Citation, Will, Probate, Judgement, Disposition/Outcome of Case)

Are you requesting a Police related record?\*

Yes

Use this form for Police related requests. [Police Records Request \(justfoia.com\)](https://www.justfoia.com)

# ADDITIONAL FORM CONFIGURATION



NEW REQUEST
 
 TRACK STATUS

**Palm Beach County Fire Rescue Public Records Requests**

**COMPLETION OF THIS FORM IS VOLUNTARY**

Information to Chapter 119, Florida Statutes, regarding the release of public records may be submitted in person, by mail, online, or through a public records request. A public records request must not have to be in writing as a prerequisite for completing a public records request. Please feel free to contact our office in writing or by phone.

To submit a new request, please click the New Request link and complete the form. To check the status of submitted requests, please click on Track Status link and enter the Request Number sent to you by a confirmation email. If you have any questions about public records, please call the Records and Response Bureau at 305-415-7025 or email it: [records@pbcfla.gov](mailto:records@pbcfla.gov). You may also visit to patron or mail to your request to:

Palm Beach County Fire Rescue  
Attn: Records  
492 Palm Beach  
West Palm Beach, Florida 33411

Select a form to submit a New Request

 <b>Structure, Vehicle, or Brush Fires</b> <small>Palm Beach County Fire Rescue Public Records Request</small>	 <b>Attorneys</b> <small>Palm Beach County Fire Rescue Public Records Request</small>	 <b>Employee Subpoenas</b> <small>Employee Subpoenas for Deposition or Trial</small>	 <b>News Media Outlets</b> <small>All news media outlets.</small>
 <b>IAFF 2929 Union Requests</b> <small>In-Union Requests Only**</small>	 <b>Internal Requests</b> <small>PCR Internal Requests</small>		



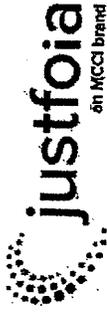
# PRICING: RECURRING SERVICES/SUBSCRIPTION

Product Description	Qty	Unit Cost	DIR-DFO	Total
<b>JUSTFOIA ANNUAL RECURRING SERVICES</b>				
<input checked="" type="checkbox"/> JustFOIA Pro Plus	1	\$9,835.00	\$8,917.89	\$8,917.89
<input checked="" type="checkbox"/> Single Sign-On (SSO)	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Admins, Power Users & General Users	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Storage	1	Included	Included	Included
<b>JUSTFOIA SUPPLEMENTAL SUPPORT SUBSCRIPTION</b>				
<input checked="" type="checkbox"/> JustFOIA Managed Support Services	1	\$1,540.00	\$1,386.00	\$1,386.00
<small>Up to 10 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.</small>				
<b>SUBTOTAL - RECURRING ANNUAL SERVICES</b>				<b>\$10,303.89</b>

## RECURRING SERVICES

The Recurring Services portion of this Order will systematically renew unless written notice of termination has been provided per the Master Agreement. An annual increase of 5% will be applied to the prior year's billed amount (excluding any initial or one-time discounts).

# PRICING: ONE-TIME SERVICES



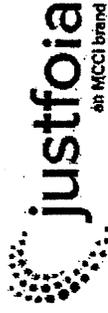
Service Description	Qty	Unit Cost	DIR. CPO	Total
<b>JUSTFOIA SERVICE PACKAGES</b>				
<input checked="" type="checkbox"/> Pro Implementation	1	Included	Included	Included
<input checked="" type="checkbox"/> Configuration of 1 Request Form 1. Sheriff's Department Records Requests	1	Included	Included	Included
<input checked="" type="checkbox"/> Redaction Exemption Codes Configuration	1	\$1,500.00	\$1,360.13	\$1,360.13
<input checked="" type="checkbox"/> Additional Request Form Configuration 1. Volunteer Firefighter Records Requests 2. Volunteer Firefighter Background Records Requests 3. Generic Background Records Requests 4. Good Conduct Letter Records Requests	4	\$1,500.00	\$1,360.13	\$5,440.52
<input checked="" type="checkbox"/> Single Sign-On Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Dynamic Fields Configuration (up to 10/package)	1	\$370.00	\$335.50	\$335.50
<b>SUBTOTAL - ONE-TIME SERVICES</b>				<b>\$7,136.15</b>

# PRICING: YEAR-OVER-YEAR PROJECTION



Annual Option	Subscriptions & Services
Year 1 (April 1, 2025 – March 30, 2026)	\$17,440.04
Year 2 (April 1, 2026 – March 30, 2027)	\$10,819.08
Year 3 (April 1, 2027 – March 30, 2028)	\$11,360.04

Prorated Option	Subscriptions & Services
9 Months Prorated (April 1, 2025 – December 31, 2025)	\$14,864.07
Year 1 (January 1, 2026 – December 31, 2026)	\$10,303.89
Year 2 (January 1, 2027 – December 31, 2027)	\$10,819.08
Year 3 (January 1, 2028 – December 31, 2028)	\$11,360.04



# CLIENT JOURNEY

We provide you with **personalized** service at every step.

## IMPLEMENTATION

### Phase 1:

#### Pre-Implementation

- Conduct requirements gathering
- Outline expectations for upcoming phases
- Discuss training
- Confirm timeline and key milestone dates
- Introduce you to the public-facing side of your JustFOIA site

### Phase 2:

#### System Training & Configuration

- Conduct two remote, live "System Training Sessions" for Admins and Power Users
- Focus on the practical application of the Solution through a hands-on experience

### Phase 3:

#### Request Training, Processing & Testing

- Guide through the designed request form workflow
- Provide resources to assist in onboarding general users
- Partner with Client to test all elements

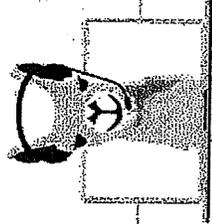
### Phase 4:

#### Launching JustFOIA

- Remove test data from JustFOIA site
- Provide a press kit to spread the word
- Hypercare Check-in Services during "Go-Live" period
- Transition to Client Success and Technical Support Teams

# CLIENT JOURNEY

We provide you with **personalized** service at every step.



## CLIENT SUCCESS Proactive Support

- Dedicated specialist assigned to your account to maximize your JustFOIA investment
- Consultative resource that can assist with finding solutions to your business and records request problems
- Education on new features and releases
- Assistance with annual renewal or procurement of additional modules and services
- Ensures post-implementation success

## TECHNICAL SUPPORT Reactive Support

- 8 am to 8 pm Eastern, Monday through Friday
- Available by phone, email and our secure, online support portal
- Free product version updates
- In-house, full-time team located in the continental United States
- No limit on technical support calls
- Typical response time is under one (1) hour
- Periodic webinars for updates or training

# CONTINUED LEARNING

Access for new and seasoned users – 100% of the time.

All of your live trainings are recorded and stored in the JustFOIA Training Center. Our team consistently produces new content covering the latest updates and user feedback, keeping your organization engaged and up-to-date. With the Training Center, there's one less thing to worry about with staff turnover or new hires.



### Train Anywhere

- 100% Free & Online
- Unlimited Access
- Nearly 100 Videos
- Guides & Best Practices



### Agency-Wide Access

- Unlimited Users
- Training Courses
- Personalized Courses
- Upload Your Own Content



### Certifications

- Ensure staff competency with certifications for all JustFOIA users
- Gamification Challenges
- Level-Up Badges



### JustFOIA Live!

Live monthly webinars to stay up-to-date on training, best practices, and the latest features.

## > **NEXT STEPS**

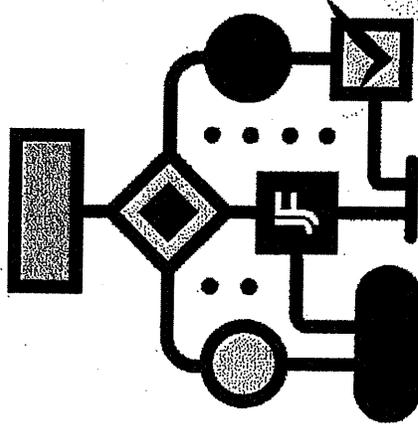
**DECISION CRITERIA**

**TIMELINE**

**PROCESS**

**DETAILS & DELIVERABLES**

**NEXT STEPS**





Michael Grossi  
Captain  
Putnam County Sheriff's Office ("Client")  
3 County Center  
Carmel, NY 10512

☎ (866) 761-5301  
📍 3717 Apalachee Parkway  
Suite 201  
Tallahassee, Florida 32311  
✉ sales@justfoia.com  
🌐 www.justfoia.com

Dear Michael Grossi,

Thank you for considering **JustFOIA's Proposal** in your organization's search for a Records Request Tracking Solution. Please consider the following benefits included with your JustFOIA partnership and subscription:

- **Long-Term Partnership Ensuring Client Success:** We are with you every step of your JustFOIA Client Journey. Our Delivery Team conducts live trainings and partners with you to ensure the system is configured to your unique needs. Our partnership continues throughout your journey, supported by our Technical Support & dedicated Client Success Teams.
- **Continuous Training:** In addition to live training, JustFOIA provides a complimentary subscription to a Learning Management System (LMS) including on-demand continuing educational videos and content.
- **Government Security & Compliance:** All JustFOIA client sites are deployed exclusively on the Microsoft Azure Government Cloud, the Gold Standard in government-level security. As a certified SOC 2 organization, JustFOIA ensures the foundational principles of security, privacy, compliance, and transparency.
- **Unlimited Administrators, Power Users & General Users:** No matter the number of staff involved in records requests, JustFOIA allows unlimited users for all contracted modules at no additional charge.
- **Configurability & Flexibility:** JustFOIA is more than *just* FOIA. Receive a better return on investment by leveraging the solution for more than public records. Liens, Permits and Subpoenas are just a few client examples. With JustFOIA, you have more control over system settings and functionality than any other solution. Dynamic fields recognize keywords entered by citizens to point them to the right place.
- **Having a Voice:** JustFOIA was created based on client feedback, which continues to be the main source of product roadmap ideas. Clients play an essential role in our product feedback loop, collaborating with JustFOIA's Product Development & Quality Assurance Teams to ensure powerful and easy-to-use releases.

If you have any questions concerning our proposal or desire additional information, please do not hesitate to contact me. We appreciate your consideration and hope that we will have the pleasure of partnering with you.

Sincerely,

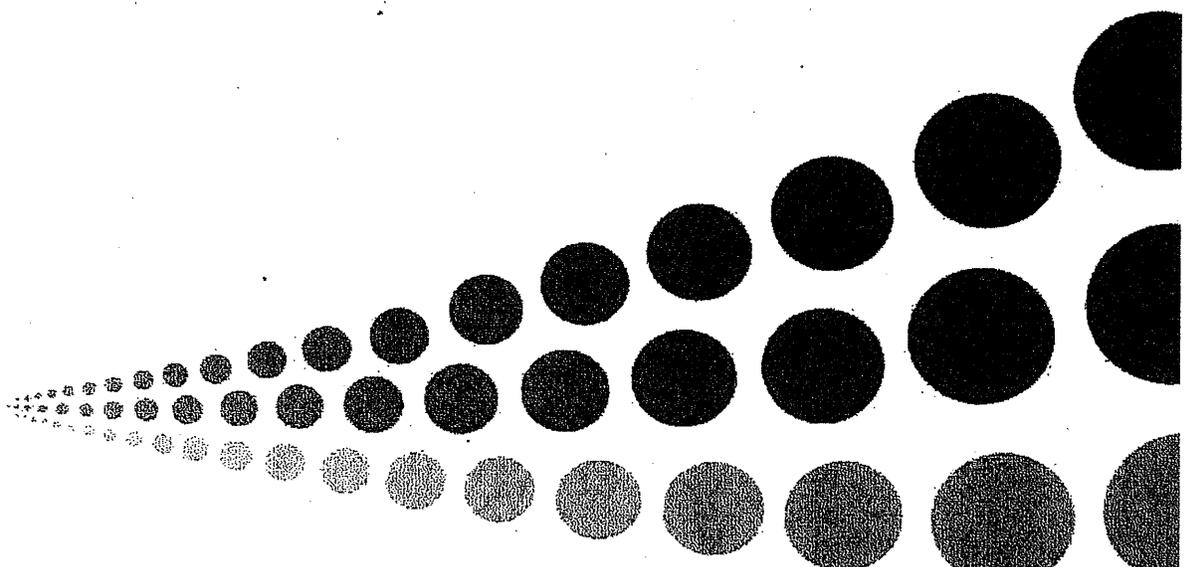
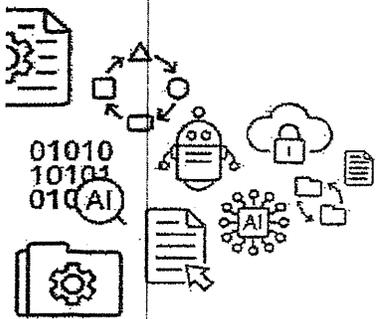
**Brittany Turner**  
Solution Consultant  
(850) 304-7658 | bturner@justfoia.com



# Proposal

Putnam County Sheriff's Office

Issued: January 21, 2025



## EXECUTIVE SUMMARY

Records request challenges continue to increase, and the call for transparency is at an all-time high. Organizations are selecting JustFOIA to bridge the transparency gap with their community to create an environment of trust and accountability. JustFOIA licenses a software-as-a-service solution (the "Solution"), which is the **easiest-to-use records requests software** that manages every step of the process from intake to delivery. Our Solution can help you save valuable time by automating repetitive tasks, such as redactions, assignments, reminders, and communication with requesters and responders. It is now essential to leverage technology to streamline your records requests process.

### OUR COMPANY

#### *Built by users, for users*

JustFOIA, Inc. ("JustFOIA") began as a product built for MCCi's public sector clients from a deep understanding gained through 20+ years of servicing municipal clerks, records managers, and the public sector. From its founding roots as a Municode company, MCCi has accelerated more than 1,600 clients' digital transformation journeys by adding intelligence to their processes.



Because many of these clients were searching for a way to better manage the rise in complexity and volume of their organizations' records requests, MCCi's development team and leadership worked hand-in-hand with these clients to simplify the process and provide a better user experience for records managers and the constituents they serve. **In 2014, the JustFOIA Solution was launched.** Fast forward to 2020, JustFOIA's success sparked the need for its own brand and evolution into becoming a sister-company to MCCi. In 2022, we celebrated the milestone of over 1 MILLION records requests processed in JustFOIA, serving more than 500 clients in 44 states.

### WHAT MAKES US DIFFERENT

#### *Development fueled by client ideas*



Our clients continue to be a vital component of our product feedback loop with client success, implementation, and support teams all regularly contributing ideas to product management. With the launch of our [Ideas Portal](#), **we ensure clients have a voice**, providing a direct line to submit ideas for development consideration, see the status of their development request, and actively vote for the most important features and improvements.

We believe ideas get better when you create an environment of sharing. We regularly organize specialized group discussions, where users with similar challenges engage with our team to make the system work better for them. In addition to testing done by our seasoned, in-house development and quality assurance testing teams, when large features are ready to be tested, we gather beta clients for focus groups and trial usage before releases make it to prime time.

#### *Personalized, consultative services approach*

When choosing a records request management solution partner, there are many things to consider. Features and functionality are certainly part of any software partner buying decision, but what will truly dictate your overall experience will be the support you receive during the initial implementation and beyond. We know records requests are only a part of your overall responsibilities, so we start by taking a personalized, consultative approach to the implementation. You're not expected to figure this out on your own – we take the time to fully understand your unique needs and conduct multiple live trainings with your Administrators and Power Users, making sure the end result is the desired one.

### **Best-in-class technical support**

Once your project is complete, you will have access to our stellar Technical Support Team, maintaining a documented **100% client satisfaction rate**, for troubleshooting and supporting the Solution. We offer optional supplementary support packages as well, giving you more access to our staff based on your needs.



### **Proactive client success**



JustFOIA  
★★★★★

We are fanatical about client success. Don't just take our word for it—check out our [G2 Reviews](#). Success starts with our eagerness to understand our clients' needs and where they are headed on their journey to streamlining their records requests processes. We believe in a proactive support methodology, which begins with client education, excellent service, and communication. Your organization will have a **dedicated Client Success Specialist** that can:

- Identify any needs that could easily be addressed by the Solution
- Serve as a resource for questions and answers, best practices, how other clients are using the system with the use of documented case studies, support center, etc.
- Provide continued education for existing and new users through webinars, workshops, user groups, and more
- Coordinate with our sales operations team for pricing/renewals inquiries and budgetary information

### **Easiest-to-use or we'll retrain you free**

We understand that software – no matter how many features it has – can't be great unless it's easy to use. **We guarantee that JustFOIA is the easiest-to-use records request software, or we will train you again at no extra cost.**



To back this up and to supplement our **live trainings**, we offer our industry-exclusive [Learning Management Software platform](#) – The Training Center for JustFOIA – to our clients for free. With unlimited, on-demand access to hundreds of help videos and product documentation, live monthly learning sessions, and peer-based user groups, training new departments and employees is a breeze. We leverage the platform as we roll out JustFOIA to new clients every day, using it to store custom training videos and designing courses for users that simplify training on new features and functionality. If you are as passionate about learning as we are about training, get JustFOIA certified. We offer certifications for Administrators, Power Users and General Users.

# WHAT'S INCLUDED WITH JustFOIA PRO PLUS?

FEATURES & SERVICES	Pro Plus
<b>Security &amp; Compliance</b>	
SOC 2 Certified Organization Partner	✓
Annual Employee Certified CJIS & HIPAA Training	✓
ADA/Section 508 Compliant	✓
CJIS ACE Seal of Compliance	✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)	✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product	✓
System Updates	✓
Single Sign-On (SSO)	✓+
<b>Data Storage &amp; Users</b>	
Standard Data Storage	Unlimited
Unlimited Administrators, Power Users, General Users, & Viewers	✓
<b>Requester Experience</b>	
One (1) Configurable Public Portal for Requesters to Submit & Track Requests	✓
Search Archive to Allow Requesters to Search Previous Requests	✓
Dynamic Form Fields (e.g., conditional fields or messages)	✓
<b>User Experience</b>	
Retention Schedules	✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently	✓
DirectRoute Workflow	+
Notifications, Reminders & Alerts	✓
In-App Internal & External (Requester) Communication Tools	✓
In-App Redaction with Auto-Redaction (Unlimited Users)	✓
Unlimited File Size in Release to Requester	✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction	✓
Time & Materials Tracking	✓
Invoicing Module	✓
Payment Portal for Credit Card Processing	✓+
Laserfiche Integration for Importing/Exporting Files	+
Reporting Dashboard	✓
Standard & Custom Reports through Advanced Reporting	✓
<b>Training/Onboarding</b>	
Dedicated Project Lead	✓
Live, Remote Administrator & Power User Training	✓
Live, Onsite Administrator & Power User Training	+
Two-Week Hypercare Period after Go-Live	✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos	✓
<b>Client Service &amp; Support</b>	
Live Technical Support from 8 a.m. to 8 p.m. Eastern	✓
Dedicated Client Success Specialist	✓
Monthly Webinars	✓
JustFOIA Administration Assistance Hours	+

✓ Included + Optional ✓ + Client choice of SSO or Payment Portal Included (Also available as an Optional Add-on)

# PRICING



3717 Apalachee Parkway, Suite 201  
 Tallahassee, FL 32311  
 850.701.0725  
 850.564.7496 fax

**Client Name:** Putnam County Sheriff's Office  
**Client Address:** 3 County Center, Carmel, NY 10512  
**Quote Number:** 34525  
**Quote Type:** New JustFOIA System

**Quote Date:** 1/21/2025

<i>Product Description</i>	<i>Qty</i>	<i>Unit Cost</i>	<i>DIR-CPO-5262</i>	<i>Total</i>
<b>JustFOIA ANNUAL RECURRING SERVICES</b>				
<input checked="" type="checkbox"/> JustFOIA Pro Plus	1	\$9,835.00	\$8,917.89	\$8,917.89
<input checked="" type="checkbox"/> Single Sign-On (SSO)	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Admins, Power Users & General Users	1	Included	Included	Included
<input checked="" type="checkbox"/> Unlimited Storage	1	Included	Included	Included
<b>JustFOIA SUPPLEMENTAL SUPPORT SUBSCRIPTION</b>				
<input checked="" type="checkbox"/> JustFOIA Managed Support Services	1	\$1,540.00	\$1,386.00	\$1,386.00
<i>Up to 10 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.</i>				
<b>SUBTOTAL - RECURRING ANNUAL SERVICES</b>				<b>\$10,303.89</b>

<i>Service Description</i>	<i>Qty</i>	<i>Unit Cost</i>	<i>DIR-CPO-5262</i>	<i>Total</i>
<b>JustFOIA SERVICE PACKAGES</b>				
<input checked="" type="checkbox"/> Pro Implementation	1	Included	Included	Included
<input checked="" type="checkbox"/> Configuration of 1 Request Form	1	Included	Included	Included
<i>1. Sheriff's Department Records Requests</i>				
<input checked="" type="checkbox"/> Redaction Exemption Codes Configuration	1	\$1,500.00	\$1,360.13	\$1,360.13
<input checked="" type="checkbox"/> Additional Request Form Configuration	4	\$1,500.00	\$1,360.13	\$5,440.52
<i>1. Volunteer Firefighter Records Requests</i>				
<i>2. Volunteer Firefighter Background Records Requests</i>				
<i>3. Generic Background Records Requests</i>				
<i>4. Good Conduct Letter Records Requests</i>				
<input checked="" type="checkbox"/> Single Sign-On Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Any & All Document Management Configuration	1	Included	Included	Included
<input checked="" type="checkbox"/> Dynamic Fields Configuration (up to 10/package)	1	\$370.00	\$335.50	\$335.50

<b>SUBTOTAL - ONE-TIME SERVICES</b>	<b>\$7,136.15</b>
<b>YEAR 1 ORDER COST</b>	<b>\$17,440.04</b>
<b>YEAR 2 RECURRING ANNUAL SUBSCRIPTION COST</b>	<b>\$10,819.08</b>
<b>YEAR 3 RECURRING ANNUAL SUBSCRIPTION COST</b>	<b>\$11,360.04</b>

*All Quotes Expire 30 Days from Quote Date*

**This is NOT an invoice. Please use this confirmation to initiate Client's purchasing process.**

**RECURRING SERVICES**

Client has elected to license the JustFOIA software provided as a service (the "Solution").

The Recurring Services portion of this Order and/or applicable Addendum will systematically renew unless written notice of termination has been provided. An annual increase of 5% will be applied to the immediately preceding annual rates (excluding any initial or one-time discounts) unless Client has terminated the Order and/or Addendum earlier, as set forth below, or provided sixty (60) days written notice prior to the scheduled renewal date of the Recurring Services.

**SALES TAX**

Sales tax will be invoiced where the Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

**REMOTE SERVICES**

All services will be performed remotely unless noted otherwise. All Services pricing assumes the Client will grant MCCI secure unattended access.

*[remainder of page intentionally left blank]*

# TECHNICAL & SUPPLEMENTAL SUPPORT

To support your journey, it's important to have a plan in case issues or needs arise.

## Technical Support

JustFOIA Technical Support is provided for all clients through the online support center, by email ([support@justfoia.com](mailto:support@justfoia.com)), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the JustFOIA Training Center.

Description	JustFOIA Technical Support Services	JustFOIA Managed Support Services	JustFOIA Process Administration Support Services
	Technical	JMSS	JPASS
Easy access to JustFOIA's team of support technicians for break/fix support issues (i.e., error codes, bug fixes, etc.) & basic Q&A support	■	■	■
Remote access support through web meeting	■	■	■
Access to version updates, security updates and hotfixes	■	■	■
Customized JustFOIA Training Center Support	■	■	■
Access to high-level support technicians with enhanced knowledge		■	■
Remote Training for New/Existing Users		■	■
Annual System Review (upon Client request)		■	■
System Settings Consultation		■	■
Assistance with Current System Modifications*		■	■
Assistance with New System Configurations**		■	■
Configuration Changes to Routing of Current DirectRoute Workflows		■	■
Dedicated Technical Support Professional			■
Institutional Knowledge of Client's Solution			■
Proactive recurring consultation calls upon the Client's request			■
Adjust Current SSO or Payment Portal Connections			■

\***Current System Modifications** Includes Public Portal, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings.

\*\***New System Configurations** includes Users, Forms, Standard Workflows, Email Templates, Advanced Reports, Custom Dashboards, Dynamic Fields, Users, and Redaction settings. This will also include new additional features that are added to Client's subscription in the future.

**Note on Hours usage:** JustFOIA allows clients to use their hours for a multitude of post-implementation services, as long as a request will not start a service that cannot be completed within the hours available. The creation of new DirectRoute Workflows is not included in Supplemental Support Services.

## JustFOIA Supplemental Support Services

Want an enhanced level of post-implementation support? JustFOIA offers two supplemental support packages, Managed Support Services (JMSS) or Process Administration Support Services (JPASS), to cover ongoing consultation, training, and configuration services. A supplemental support package is strongly encouraged to be included with every renewal and is an annual subscription. Pricing is based on the package purchased and is an advanced discounted block of hours, which expires on the same date as Client's annual renewal. JMSS pricing for the advanced block of hours is based on JustFOIA's Support Technician hourly rate discounted by 10%. JPASS pricing for the advanced block of hours is based on JustFOIA's Senior Support Technician hourly rate discounted by 10%.

## **Supplemental Support Package Definitions**

### **ENHANCED KNOWLEDGE**

You'll have access to our team of more knowledgeable support technicians.

### **REMOTE TRAINING**

Additional remote training is conducted to train new users or as refresher training for existing users.

### **SYSTEM CONSULTATION**

JustFOIA offers best practices consultation that includes recommendations for adding additional departments, statuses, email templates, etc.

### **CONFIGURATION/MODIFICATION SERVICES**

Configuration/modification services for request forms, standard workflows, email templates, dynamic form fields, and more.

### **CHANGES TO ROUTING OF CURRENT DIRECTROUTE WORKFLOWS**

For clients with a DirectRoute Workflow, we will make minor adjustments such as changing the routing individual to maintain your DirectRoute Workflow.

### **DEDICATED SUPPORT PROFESSIONAL & INSTITUTIONAL KNOWLEDGE**

You will be assigned a dedicated support professional who will gain institutional knowledge of your agency's unique setup and configuration of the JustFOIA solution.

### **PROACTIVE, RECURRING CALLS UPON REQUEST**

Clients can request to have a recurring call with their dedicated support professional (monthly or quarterly) to discuss recommended changes, questions, or concerns.

### **ADJUSTMENT OF CURRENT SINGLE-SIGN ON OR PAYMENT PORTAL CONNECTIONS**

JustFOIA can assist with adjusting the current SSO or Payment Portal connection.

# HOW DOES IT WORK?



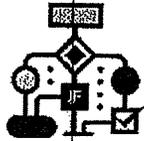
## Receive Records Requests through Your Configurable Public Portal

Direct requesters to an online experience to submit and track the status of their requests, search previous requests, pay invoices, and more. Requesters are automatically notified of receipt.



## Create Custom Request Forms

Modernize paper forms and emailed PDF requests with as many configurable, web-based forms as you want. Digital forms allow you to quickly collect all the information you need from the start!



## Reduce Response Times through Workflow

Streamline your process by automating repetitive tasks and communications through process mapping. Departments and users can be assigned and automatically notified of tasks and due dates. Reminders, escalations, reassignments, and approvals are configurable within each task.



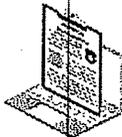
## Centralize All Communications - With the Requester and Internal

Create transparency and simplify your communications both internally and externally. Design and automate common communications with templated messages and workflows.



## Redact Sensitive Information

Automatically redact documents with one click or manually remove sensitive data. Features include text search, proximity search, redact selected text and/or full page(s). There is no per-user fee, so any user can redact a document if they are permitted by your organization. An exemption log can be automatically generated to accompany each request to explain any redactions.



## Estimate & Log Time & Materials

Keep track of the labor, time, and materials costs of fulfilling requests. Configure individual user hourly rates and standard material fees, so invoicing is made simple.



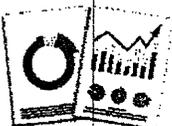
## Generate Invoices and Receive Payments

Issue invoices and receive payments inside the Public Portal. Accept all forms of payments including credit cards via our optional, PCI-Compliant Payment Portal, using third-party payment processors.



## Import & Organize Response Documents

Easily upload documents from your computer, network or via our optional Laserfiche integration for the requestor to retrieve through your secure JustFOIA Public Portal. Using our optional Any & All Document Management module, extract .PST files and simplify managing hundreds of files.



## Analyze Comprehensive Reports

Custom reports are available, in addition to standard reports, such as:

- Processed Requests
- Bottlenecks
- User Activity
- Paused Requests
- Fees Totals
- Time and Materials
- Deleted Requests
- User Task Activity
- Correspondence
- Open Requests
- Request Retention
- Payment Details

# WORLD-CLASS, STANDARD SECURITY & COMPLIANCE

JustFOIA is committed to providing a secure platform for our clients that meets or exceeds industry standards. JustFOIA's SOC 2 Type 2 certification, as defined by the American Institute of Certified Public Accountants (AICPA) demonstrates that an external auditing firm has verified the implementation of strict information security and risk management policies and procedures. JustFOIA's CIO is CISSP certified. **All JustFOIA client sites are deployed exclusively on the Azure Government Cloud**, which was built upon the foundational principles of security, privacy and control, compliance, and transparency. JustFOIA is also the only TX-RAMP Certified records request management cloud product.



## SOC 2 COMPLIANCE

The official SOC 2 audit report provides a thorough review of processes relating to risk management, including:

- Internal Controls
- IT Infrastructure
- Logical Security
- Environmental Security
- Disaster Recovery Plans
- Access Management Policies
- Software Development Lifecycle
- Network Security
- Computer Operations
- Acceptable Use Policies
- Subservice Due Diligence
- Change Management Procedures
- Physical Security
- Business Continuity
- Corporate Ethics

## MICROSOFT AZURE GOVERNMENT CLOUD

Microsoft Azure Government Cloud is FedRAMP Authorized at Level High and designed to handle data subject to certain government regulations and requirements, such as NIST800.171 (DIB), ITAR, IRS 1075, DoD L4, and CJIS. Azure Government uses physically isolated datacenters and networks (located in U.S. only).

## ENCRYPTED DATA

The Solution is a web-based application, and all HTTP communications are secured in transit by TLS 1.2 (aka HTTPS). Your data is encrypted at rest transparently using 256-bit AES encryption, one of the strongest block ciphers available, and is FIPS 140-2 compliant.

## WEB APPLICATION FIREWALL

Azure Web Application Firewall (WAF) provides protection of your web applications from common exploits and vulnerabilities. SQL injection and cross-site scripting are among the most common attacks. WAF on Application Gateway is based on Core Rule Set (CRS) 3.1, 3.0, or 2.2.9 from the Open Web Application Security Project (OWASP). With no additional configuration required, the WAF automatically updates to protect against new vulnerabilities.

## LAYER 7 LOAD BALANCING & NETWORK SECURITY GROUPS

Load Balancing distributes traffic across multiple servers to improve availability and performance. Azure Application Gateway serves as a web traffic load balancer that directs traffic to web applications. While traditional load balancers operate at the transport layer (OSI layer 4), Azure Application Gateway makes routing decisions based on additional attributes of an HTTP request, such as URI path or host headers. Application layer (OSI layer 7) load balancing gives the JustFOIA team greater control in managing the Solution's infrastructure. As a second layer of protection, Network Security Groups applied will only allow traffic that is explicitly defined as allowed.

## MONITORING & PERFORMANCE ANALYSIS

Our monitoring and alerting systems notify our Network Operations Center (NOC) of any issues with availability or performance. Our engineers are available 24/7 to address any cloud infrastructure issues.

## P2S = POINT TO SITE VPN

Support & administrative personnel access the Solution's backend infrastructure via secure VPN connections only.

## UPDATE MANAGEMENT

Updates for Windows Server OS and SQL Server are managed through Azure Automation Update Management, deploying critical and security updates monthly and classification updates quarterly.

## AZURE BACKUP & SITE RECOVERY SERVICES

Azure's backup service provides independent and isolated backups to guard against accidental destruction of original data. Backups are encrypted and stored in a Recovery Services Vault with built-in management of recovery points.

The Solution's Disaster Recovery is built upon Azure Site Recovery (ASR), a native disaster recovery as a service that replicates all Virtual Machine disks (OS and Data for all web, application, and database servers) from the Azure Region hosting your production environment to a geographically disparate Azure Region. Replicas are kept up to date within five (5) minutes.

## ONGOING SECURITY INNOVATION

As you can see, we take numerous measures to secure your data. While we're confident in our technology, we recognize that no system can guarantee data security with 100% certainty. For that reason, we will continue to innovate, maintain state of the art security measures, and thoroughly investigate any reported security issues concerning JustFOIA's services or software.

## 508/ADA COMPLIANCE

As part of our ongoing commitment to providing the easiest-to-use records requests software, we are dedicated to providing a web application that is accessible to the widest possible audience, regardless of technology or ability. As such, we strive to remove barriers that might prevent a person with disabilities from using our products by adhering to the Revised Section 508 Standards published by the United States Access Board.



The WCAG level of compliance is approved by the ADA for websites and provides recommendations for making content accessible. JustFOIA's citizen-facing pages perform at a Level AA (or level two) conformance to these guidelines, including:

- **Text Equivalents:** Alternative text for appropriate images and other non-text elements
- **Full Keyboard Access:** Built so that it can be accessed using a keyboard
- **Site Consistency:** Feature and functions perform the same way every time
- **Site Structure:** Appropriate headings, lists, paragraphs, style sheets, and other format features to enable easy use with assistive technology
- **Links:** Descriptive link titles, unless the link text already fully describes the target

JustFOIA routinely completes a Voluntary Product Accessibility Template (VPAT) and engages with external consultants certified by the International Association of Accessibility Professionals to ensure our Solution conforms with required standards. Our [VPAT Report](#) allows us to provide the data needed for your procurement team to verify that the JustFOIA Solution complies with Section 508 technical requirements.

# CLIENT JOURNEY TO EMPOWERMENT

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We're going to walk with you hand-in-hand throughout your JustFOIA Client Journey, actively supporting and guiding your team as they interact and engage with the Solution – thus, empowering your team to manage the system post-implementation. This journey is not viewed as a one-time transaction but as an ongoing partnership, where we remain committed to client success and satisfaction at every stage.

## **DELIVERY TEAM**

Once you have selected your “destination” of JustFOIA, our Delivery Team will guide you through four phases of implementation, ensuring a smooth path to Go-Live:

### ***Phase 1: Pre-Implementation***

We think it's important that we get to know each other first – building upon the knowledge gained during the decision-making process to configure the Solution to your specific needs. Your Project Coordinator will gather configuration data and outline expectations for the upcoming implementation phases. During our “Implementation Launch Session,” your assigned Project Coordinator will discuss training, confirm the timeline and key milestone dates, and introduce you to the public-facing side of your JustFOIA site and request form(s).

### ***Phase 2: System Training & Configuration***

This phase will consist of two remote/live “*System Training Sessions*” for Administrators and Power Users, focusing on the practical application of the Solution through a hands-on experience submitting and working with mock requests to create a deep practical understanding of requests and administration settings. Clients are introduced to form configurations, retention options, redaction capabilities, communication tools, and more.

### ***Phase 3: Request Training, Processing & Testing***

Administrators and Power Users will be guided through the designed request form workflow, creating a collaborative, problem solving experience that results in a more intimate understanding of the process.

As Administrators and Power Users become experts in the Solution, the JustFOIA Delivery Team will collaborate with you to assist in onboarding general users. With numerous resources to onboard and introduce your staff to the Solution including custom training outlines, workflow maps, and guides for long-term reference, JustFOIA empowers you to create an internal training program while reinforcing your own knowledgebase.

Following training, a designated testing window reinforces training principles while preparing to launch the JustFOIA Solution to the public. Your assigned Project Coordinator will be on stand-by to make necessary system modifications.

### ***Phase 4: Launching JustFOIA***

Now, the moment we've been waiting for – it's time to Go-Live with JustFOIA! The Delivery Team is invested in your success and will be with you every step of the way. We will remove test data from your JustFOIA site and provide a press kit to spread the word about your efforts to promote transparency. High-level priority is given to inquiries and adjustments during our *Hypercare Check-in Service* period until you are transitioned to your long-term Client Success and Technical Support Teams.

## **CLIENT SUCCESS**

Once you have launched JustFOIA to the public, your journey is only just beginning. Every JustFOIA client is assigned a dedicated Client Success Specialist to ensure they are getting the most out of their investment. Your Client Success Specialist can consult with you to recommend best practices and solutions to common records request issues. We invite clients to participate in periodic user webinars, training opportunities, user communities, and focus groups. Regardless of user type, there is something for everyone.

In addition to ensuring your satisfaction with JustFOIA, your Client Success Specialist will recommend resources found in the Training Center for JustFOIA, our complimentary learning management system with unlimited, on-demand access to hundreds of help videos and product documentation.

# JUSTFOIA DEFINITIONS

To determine which modules are applicable, please refer to the Pricing section. Your specific implementation may not include all modules described below.

## REDACTION MODULE

Our powerful in-App Redaction Module allows you to upload and redact documents automatically with one click or manually remove sensitive data. Features include text search, pattern matching, proximity search, redact selected text and/or full page(s). Easily apply exemption codes to cite redaction reasons. Once applied, redacted areas are burnt into the document and cannot be recovered or removed so only the redacted version can be released. There is no per-user fee, so any permitted user can redact a document.

## JUSTFOIA TRAINING CENTER

The JustFOIA Training Center is a robust Learning Management System that offers remote learning, ongoing training and certification. This complimentary subscription provides an easy solution for new users and refresher training. Benefits include:

- 24/7 access to on-demand JustFOIA training videos, certification courses and other resources
- Reduction in training time and expenses
- Catered learning for all skill levels from Basic Users to System Administrators
- Unlimited access for Client's entire organization
- Reduction in internal support and increased user productivity
- Increased efficiency through improved internal usage/adoption of JustFOIA
- Customized with fully indexed, recorded training sessions

## ADVANCED REPORTING

The Advanced Reporting module will allow Client to select data points to create custom reports and includes the following:

- User-selectable data points
- User-defined date ranges
- Saving created reports
- Ability to export data

## SINGLE SIGN-ON (SSO)

The JustFOIA authentication system enables Single Sign-On ("SSO") integration by allowing connection to one of many supported identity providers. This allows users to login to JustFOIA via trusted connections established with their IT infrastructure (e.g., Microsoft Entra ID (formerly known as Azure Active Directory) login) instead of using username and password authentication within JustFOIA. This feature eliminates the need for users to maintain two sets of credentials, is easier for Client's IT organization to maintain security protocols and gives Client better control over managing user access.

The following types of enterprise connections can be made:

- Microsoft Entra ID (formerly known as Azure Active Directory)
- ADFS
- Open ID Connect
- Active Directory
- PingFederate
- Google Workspace (formerly G Suite, formerly Google Apps)
- SAML
- Duo

## PAYMENT PORTAL

JustFOIA integrates with Authorize.net, PayPal, NIC, and NCR/JetPay to collect payments from requestors online. These third-party payment processors handle all monetary transactions and sensitive credit card data. The requestor enters the request number/security key to see any fees that they owe. If they owe fees, they can pay through a secure Authorize.net, PayPal, NIC, or NCR/JetPay site. Once they pay, users are able to make the request documents available for immediate release.

## **LASERFICHE INTEGRATION**

Our exclusive Laserfiche integration is a seamless bridge, allowing your organization to leverage Laserfiche to fulfill records requests more quickly and efficiently. From inside the JustFOIA Solution, users can securely connect to their Laserfiche repository to search and browse for responsive documents, sending selected documents to a specific request in the same file format as they are in the repository. As part of your Laserfiche Integration, you can export custom system reports directly into your Laserfiche repository, as well as all parts of a request including communications, response documents, invoices, and a full timeline history of activity on the request. This integration requires each user to have a full Laserfiche license. Please see the [Laserfiche Integration User & Configuration Guide](#).

## **ANY & ALL DOCUMENT MANAGEMENT**

For clients who receive requests for "Any and All" communications, the effort to determine the responsive documents can be overwhelming. Built for clients who need to work with a large number of files, JustFOIA's Any & All Document Management tool helps simplify and speed up this process with a variety of features, including:

- Extract .PST files (emails and attachments)
- Bulk redact and sort all files with one-click
- Create custom folders and review documents in the document viewer
- Detect duplicate emails
- Combine files into one PDF

## **DIRECTROUTE WORKFLOWS**

DirectRoute Workflows enhance your organization's efficiency by automating the initial routing of requests. This empowers requestors to pinpoint the exact department responsible for receiving and addressing their submission. This leads to a significant reduction in processing time, a streamlined user experience, and assurance that requests are routed accurately.

Like JustFOIA's standard workflow capabilities, DirectRoute Workflows can include due dates, reminders, escalations, approvals and trigger the dispatch of system and customized emails.

## **DYNAMIC FORM FIELDS**

For clients looking for a more advanced form experience, Dynamic Form Fields provides a way to create highly interactive and user-centric request forms. These fields adapt the form's behavior to requestor input and predefined conditions, specifically enhance the requestor experience. Dynamic Form Fields can be especially valuable in complex forms where all fields are not relevant to every requestor. The use of Dynamic Form Fields ensures all data necessary to process a request is collected at the initial submission.

A JustFOIA Dynamic Form Field is defined as a single form field (Dropdown, Checkbox, Text Area, Text Input, Date or Label) that becomes visible and/or required based on form selections or requestor input.

## **SANDBOX**

For clients that prefer to test proposed changes before making updates to their live system, JustFOIA offers a Sandbox environment. JustFOIA will provide a sandbox/testing environment based on a snapshot of the configuration and database on the day requests begin being processed via the JustFOIA Public Portal. An update can be requested at any time, for an additional cost.

## **INSTANCE**

For agencies that prefer to have multiple instances of JustFOIA, there are options available. Ideal for shared services environments with centralized IT administration and billing needs, an additional instance can be used for an additional agency, division or even a sandbox environment. An additional instance includes:

- Per-instance administration interface
- A separate, unique URL
- Independent branding and separate Public Portal
- A different SSO domain and/or payment account
- Same add-ons as initial system
- Unique set of system email templates
- Independent reporting

# SERVICE PACKAGES

## GENERAL ASSUMPTIONS

The following assumptions serve as the basis for the Service Package(s) reflected below. Any service or activity not described below is not included in the scope of services to be provided. Variations to the following may impact the Service Package's cost and/or schedule, justifying a change order.

- JustFOIA's completion of a Deliverable to Client shall constitute that JustFOIA has conducted its own review and believes it meets Client's requirements. Client shall then have the right to conduct its own review of the Deliverable as Client deems necessary. If Client, in its reasonable discretion, determines that any submitted Deliverable does not meet the agreed upon expectations, Client shall have five (5) business days after JustFOIA's submission to give written notice to JustFOIA specifying the deficiencies in reasonable detail. JustFOIA shall use reasonable efforts to promptly resolve any such deficiencies. Upon resolution of any such deficiencies, JustFOIA shall resubmit the Deliverable for review as set forth above. Notwithstanding the foregoing, if Client fails to reject any Deliverable within five (5) business days, such Deliverable shall be deemed accepted.
- If either party identifies a business issue during the project, JustFOIA and Client must jointly establish a plan to resolve the issues with potential impact analysis of timeline and budget within five (5) business days of identification. Any necessary business decision resulting from the identified business issues must be made by Client within five (5) business days from request.
- Client will maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order for time spent by JustFOIA on retraining, reeducating, or changes in direction.
- Client will ensure that all Client's personnel who may be necessary or appropriate for the successful performance of the services will, on reasonable notice: (i) be available to assist JustFOIA personnel by answering business, technical and operational questions and providing requested documents, guidelines, and procedures in a timely manner; (ii) participate in the services as reasonably necessary for performance under this Order; and (iii) be available to assist JustFOIA with any other activities or tasks required to complete the services in accordance with this Order.
- Note that all services contracted for must be done as part of the initial implementation. For the avoidance of doubt, if there are services or portions thereof that the Client does not elect to implement as part of the initial implementation, such services are forfeited.
- All services, unless otherwise noted, will be performed remotely.

## PRO IMPLEMENTATION

### CLIENT TASKS & DELIVERABLES

- Provide a visual flow chart and/or narrative of current records request process(es) and requirements
- Attend all scheduled implementation sessions and respond promptly to requests for information
- Complete necessary configuration assignments in a timely manner, including but not limited to:
  - Create General User and Viewer accounts and respective departments
  - Create user-created email templates
- Conduct internal end-user (General User) trainings
- Perform user acceptance testing
- Complete JustFOIA Training Center trainings and certification
- Configure Deflection/Dynamic Fields, unless Dynamic Fields Configuration Package is quoted

### JustFOIA TASKS & DELIVERABLES

- Deploy site in the Microsoft Azure Government Cloud
- Set up Client with Training Center accounts
- Conduct Pre-Implementation Session (1 hour) to collect necessary configuration data and outline expectations
- Lead Implementation Launch Session (1 hour) to identify implementation milestones and introduce Client to public facing JustFOIA site and request form(s)
- Establish and configure initial Administrator and Power User security credentials and respective departments
- Personalize Public Portal with Client branding

- Configure number of request forms defined in Order and necessary request statuses and workflow task lists
- Complete initial configuration of observed holidays
- Complete initial configuration of system email templates
- Conduct two (2) Remote System Trainings (1.5 hours and 1 hour respectively); recordings made available in Training Center
- Conduct one (1) Remote Workflow Training (1 hour per form process); recording made available in Training Center
- Provide training support and resources to Administrator and Power User Team for end-user trainings
- Provide technical support through user testing before going live
- Assist with transition to Client Success and Support Teams
- Provide Go-Live Marketing Press Kit

## **REDACTION EXEMPTION CODES CONFIGURATION**

### **CLIENT TASKS & DELIVERABLES**

- Provide list of desired Exemption Codes for entry into JustFOIA with desired descriptions

### **JustFOIA TASKS & DELIVERABLES**

- Configure Redaction Exemption Codes and Exemption Log
- Complete testing and training

## **ADDITIONAL REQUEST FORM CONFIGURATION**

### **CLIENT TASKS & DELIVERABLES**

- Provide a visual flow chart and/or narrative of desired records request process(es) and request form requirements

### **JustFOIA TASKS & DELIVERABLES**

- Conduct requirements gathering
- Configure and implement desired form and necessary request statuses and workflow task lists
- Complete testing

### **EXCEPTIONS**

- Creation of DirectRoute Workflows

## **SINGLE SIGN-ON (SSO) CONFIGURATION**

### **CLIENT TASKS & DELIVERABLES**

- Review Single Sign-on Guide
- Follow the Single Sign-on Guide and best practices documentation for your Identity Provider of choice
- Choose a protocol to connect with (e.g.: SAML, Open ID Connect)
- Attend an Integration Call with JustFOIA to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
- Work with JustFOIA to determine what pieces of information will be needed
- Participate in testing

### **JustFOIA TASKS & DELIVERABLES**

- Conduct requirements gathering
- Configure JustFOIA SSO:
  - Deliver any relevant documentation for connection type to the client
  - Integration call with Client to walk through any outstanding setup and Q&A, within the scope of JustFOIA responsibilities
  - Information gathered by client is provided to JustFOIA
  - Enterprise Connection is created and established in the JustFOIA system
    - Client tests the connection to validate it is configured and working correctly
- Complete testing

## **ANY & ALL DOCUMENT MANAGEMENT CONFIGURATION**

### **CLIENT TASKS & DELIVERABLES**

- Attend remote Document Management training and respond promptly to requests for information

### **JustFOIA TASKS & DELIVERABLES**

- Configure and implement Any & All Document Management module
- Conduct one (1) remote Document Management training session (30 minutes); recording uploaded to Training Center

## **DYNAMIC FIELDS CONFIGURATION**

### **CLIENT TASKS & DELIVERABLES**

- Provide a list of desired dynamic form field(s), keywords and/or external links

### **JustFOIA TASKS & DELIVERABLES**

- Conduct requirements gathering (not to exceed 1 hour)
- Configure and implement up to 10 dynamic form fields (not to exceed 1 hour)
- Complete testing

# READY TO PARTNER?

If you're ready to take the next step with JustFOIA, what happens next?

Checklist	Step/Activity	Responsible Party
<input type="checkbox"/>	Client notifies JustFOIA Solution Consultant (SC) of Vendor Selection	Client
<input type="checkbox"/>	Client reviews the What's Included and Pricing pages to confirm all necessary components are included and requests any necessary updates.	Client
<input type="checkbox"/>	JustFOIA SC requests information below to provide official Contract/Order with Assumptions, Terms & Conditions: <ul style="list-style-type: none"> <li>▪ Legal Name</li> <li>▪ Bill to Contact(s)/Email(s)</li> <li>▪ Ship to Contact(s)/Email(s)</li> <li>▪ Accounts Payable Email (if applicable)</li> <li>▪ Desired Request Forms</li> <li>▪ Desired URL (Example: bryantx.justfoia.com)</li> </ul>	JustFOIA SC
<input type="checkbox"/>	Ensure your IT Department has reviewed and agreed to the prerequisites for: <ul style="list-style-type: none"> <li>▪ <u>Single Sign-on</u> <ul style="list-style-type: none"> <li>▪ Determine enterprise connection (i.e., Microsoft Entra ID (formerly known as Azure Active Directory), ADFS, SAML)</li> </ul> </li> <li>▪ <u>Laserfiche Integration</u> <ul style="list-style-type: none"> <li>▪ Must be on version 10.4 or higher</li> <li>▪ What type of Laserfiche environment do you have (i.e., On-prem, Laserfiche Cloud, MCCi Managed Cloud, etc.)?</li> </ul> </li> </ul>	Client IT
<input type="checkbox"/>	Ensure your Finance Department has reviewed and agreed to the supported payment gateways for the <u>Payment Portal</u> (Authorize.NET, PayPal, NIC, or NCR/JetPay) <ul style="list-style-type: none"> <li>▪ Determine desired payment gateway</li> <li>▪ Determine/setup merchant account compatible with payment gateway</li> </ul>	Client Finance
<input type="checkbox"/>	Client/JustFOIA Legal Review	Client & JustFOIA SC
<input type="checkbox"/>	Client executes Contract and becomes part of the JustFOIA family!	Client



DASNY

cc: all  
Prot 2/13/25

FVI  
#8

KATHY HOCHUL  
Governor

LISA GOMEZ  
Chair

ROBERT J. RODRIGUEZ  
President & CEO

January 31, 2025

VIA EMAIL

2025 FEB - 6 PM 3: 58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

Thomas Lindert  
Undersheriff  
County of Putnam  
40 Gleneida Ave  
Carmel, New York 10512

Re: *State and Municipalities ("SAM")  
Purchase of a Specialized Inmate Transportation Vehicle  
Project ID: 28112*

Dear Thomas Lindert:

As you know, the State has awarded the County of Putnam ("Grantee") a State and Municipalities ("SAM") grant for the above-referenced project in the amount of \$100,000.00 (the "Grant").

This letter outlines the documentation you will need to complete and return to DASNY in order to start the Grant Administration process.

- Please return the completed documentation electronically, as described below within thirty (30) days. If you are not able to meet this timeframe, please send an email to [callcenter@dasny.org](mailto:callcenter@dasny.org) with your requested timeline for submission.
- If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.
- If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email [callcenter@dasny.org](mailto:callcenter@dasny.org).

Please also read the attached Frequently Asked Questions (FAQs) as it relates to the following requested documents and other questions that you may have regarding the Grant Process.

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000  
BUFFALO: 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780  
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000  
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK  
WE FINANCE, DESIGN & BUILD  
NEW YORK'S FUTURE.  
[www.dasny.org](http://www.dasny.org)

CC: AL

P-1

PUTNAM COUNTY SHERIFF'S DEPARTMENT  
INTER-OFFICE MEMORANDUM

February 6, 2025

TO: Sheriff Kevin J. McConville

FROM: Undersheriff Thomas Lindert 

SUBJECT: SAMS GRANT / PROJECT ID: 28112

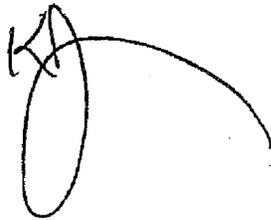
The Putnam County Sheriff's Office has submitted a Grant funding request through the Office of State Senator Peter Harckham for equipment. Our original request had been delayed after meeting with the senator at his recommendation we have modified the application

Accordingly, at the Senator's suggestion we have reapplied, seeking to fund a Corrections Transport Vehicle. Our resubmitted application has been approved.

With the assistance of Senator Peter Harckham, we have been notified that our application request for the modification has been verbally approved.

Our application is for a 2025 Chevrolet Suburban. The grant is \$100,000 (one hundred thousand dollars). This amount should cover the cost of the vehicle, the emergency equipment, and the upfitting.

Approved, Feb. 6, 2025



**COUNTY OF PUTNAM  
FUND TRANSFER REQUEST**

*cc: all  
Prot. FYI  
A+A - sign*      *Sign  
#9*

**TO:** Commissioner of Finance

**FROM:** John F Osterhout, Director

**DEPT:** Probation

**DATE:** January 10, 2025

I hereby request approval for the following transfer of funds:

FROM ACCOUNT# /NAME	TO ACCOUNT# / NAME	AMOUNT	PURPOSE
10314000 - 54445 Lab Analysis	10314000 - 51094 Temporary	15,000.00	Cover Temp Position till new hire is Trained

2025 JAN 13 PM 4: 58  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

20<sup>25</sup> Fiscal Impact \$ 0.00

20<sup>26</sup> Fiscal Impact \$ 0.00

\_\_\_\_\_  
Department Head Signature/Designee      Date

**AUTHORIZATION: (Electronic signatures)**

- \_\_\_\_\_  
Date      Commissioner of Finance/Designee: Initiated by: \$0 - \$5,000.00
- \_\_\_\_\_  
Date      County Executive/Designee: Authorized for Legislative Consideration: \$5,000.01 - \$10,000.00
- \_\_\_\_\_  
Date      Chairperson Audit /Designee: \$0 - \$10,000.00
- \_\_\_\_\_  
Date      Audit & Administration Committee: \$10,000.01 - \$25,000.00

251013

**JOHN F. OSTERHOUT II**  
DIRECTOR OF PROBATION



**KEVIN M. BYRNE**  
PUTNAM COUNTY EXECUTIVE

MEMORANDUM

TO: Michele Alfano-Sharkey, Auditor

FROM: John F. Osterhout II, Probation Director

RE: Transfer of funds

DATE: January 10, 2025

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I am writing to explain my request to transfer funds from our Lab Analysis line #54445 to our temporary line #51094.

Kelli Sposato retired in 2024 and has been working part time since to help us cover her duties and allow us to have her train her replacement. This is crucial for the success of our ignition interlock program. Currently her replacement has not started working yet. Once her replacement begins, I anticipate she will need to work an additional 2 months to get them fully trained.

Should you have any questions please feel free to reach out to me.

2024 CORONER CASES BY QUARTER	
JANUARY – MARCH 2024	# OF CASES
Natural	7
Accidental	5
Suicide	2
Homicide	0
Undetermined	1
<b>PENDING</b>	<b>0</b>
<b>All Coroner Cases for January-March 2024</b>	<b>15</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>1</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

APRIL – JUNE 2024	# OF CASES
Natural	7
Accidental	5
Suicide	2
Homicide	1
Undetermined	0
<b>PENDING</b>	<b>0</b>
<b>All Coroner Cases for April-June 2024</b>	<b>15</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

JULY – SEPTEMBER 2024	# OF CASES
Natural	4
Accidental	1
Suicide	5
Homicide	0
Undetermined	2
<b>PENDING</b>	<b>0</b>
<b>All Coroner Cases for July-September 2024</b>	<b>12</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>0</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

OCTOBER - DECEMBER 2024	# OF CASES
Natural	8
Accidental	4
Suicide	3
Undetermined	0
<b>PENDING</b>	<b>0</b>
<b>All Coroner Cases for October-December 2024</b>	<b>15</b>
<b>From Accidental/Undetermined/Suicide Cases: Overdoses</b>	<b>1</b>
<b>From Accidental/Undetermined/Suicide Cases: Ethanol Intoxication</b>	<b>0</b>

ccAll  
Prot - FYI

#10

2025 JAN 16 PM 12:07  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY