



ECLEO JAN 16 2018 10:23

## OFFICE OF THE ERIE COUNTY DISTRICT ATTORNEY

JOHN J. FLYNN  
DISTRICT ATTORNEY

January 16, 2018

The Honorable  
Erie County Legislature  
92 Franklin Street, 4<sup>th</sup> Floor  
Buffalo, New York 14202

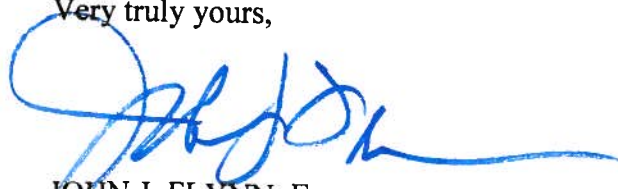
Re: District Attorney's Office – Authorization for Professional Services  
Immediate Consideration Requested

Dear Honorable Members:

Please find a resolution and authorization for the professional services of Nancy J. Parisi for photography services. We are respectfully requesting that your Honorable Body waive the Request for Proposal and bidding procedures.

Thank you for your immediate consideration of this matter. If your Honorable Body requires any further information, kindly contact our office and we will be happy to accommodate your requests.

Very truly yours,



JOHN J. FLYNN, Esq.  
DISTRICT ATTORNEY

JJF/lh

## MEMORANDUM

To: Erie County Legislature  
From: John J. Flynn, District Attorney  
Date: January 16, 2018  
Re: District Attorney's Office –Professional Services  
Immediate Consideration Requested

### **I. Summary of Recommended Action**

The proposed resolution requests authorization for the County to engage the services of photographer Nancy J. Parisi for staff photos for use in the office and on the County's website.

### **II. Fiscal Implication of Proposal**

The cost for the photography services amounts to \$725, which is available within our 2018 appropriations.

### **III. Reasons for Recommendation and Background of Proposal**

In accordance with Article III Section 7.b. & Section 19.08 of the Erie County Administrative Code, Legislative authorization is requested to waive the bidding requirements and Request for Proposal process in order to engage the services of a professional photographer, namely Nancy J. Parisi. The services include both group and select individual photography sessions and portraits to be used for both in-house display and for the County website. As the fee for these services amounts to only \$725, we are respectfully requesting authorization for the waiving of the Administrative Code procedures and request a subsequent issuance of a purchase order for these services.

### **IV. Consequences of Negative Action**

Failure to approve this request will inhibit the timely services and payment to requested vendor.

### **V. Steps Following Approval of Measure**

The District Attorney's Office will work with the Division of Budget and Management and the Comptroller's Office to implement this proposal.

**RESOLUTION  
SUBMITTED BY THE DISTRICT ATTORNEY**

Re: District Attorney's Office – Professional Services  
Immediate Consideration Requested

WHEREAS, the District Attorney's Office desires to secure the services of a professional photographer for the purpose of taking group and individual staff photos to use both in the office and on the County's website, and

WHEREAS, there are sufficient funds in the 2018 appropriations of the District Attorney's Office, and

WHEREAS, the District Attorney's Office recommends the issuance of a purchase order to Nancy J. Parisi to provide the above named services.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby waives the procedures, as impractical, provided for in Section 19.08 of the Erie County Administrative Code for purposes of securing photography services; and be it further

RESOLVED, that the County Executive on behalf of the DA's Office is hereby authorized to engage the photography services of Nancy J. Parisi in an amount not to exceed \$725; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Erie County Executive, Erie County District Attorney, Erie County Division of Purchase, and the Erie County Comptroller.