

15496

DATE: November 22, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne
Chief Information Officer

Rocco Pozzi
Commissioner of Probation

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1182) WITH ERIC ROBERTS ASSOCIATES FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR A PERIOD COMMENCING ON DECEMBER 13, 2010 AND TERMINATING ON MARCH 31, 2011 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$40,950

BACKGROUND:

- The Department of Information Technology (DoIT) continues to require consultants to augment its staff. For these services and others, on February 22, 2010, a Request for Proposals (RFP) for Information Technology Professional Consultant Services was issued by DoIT and posted on the County's web site. The RFP requested proposals from qualified individuals and companies to perform IT services in one hundred sixteen (116) different service areas and stipulated the intent of the RFP was to seek out and select individuals or companies who will provide the highest quality service at a reasonable per-hour rate. Additionally, the County expects that a number of individuals and/or companies will be selected to provide services based upon proven experience. The RFP contained one hundred sixteen (116) skill sets, each with a rate for three (3) levels of experience, for a potential total of three hundred forty eight (348) rates.
- There were fifty-nine (59) respondents to the RFP, which were due on March 18, 2010. The responding vendors provided their hourly rates for the skill sets they had. For any particular skill set, starting with the three (3) vendors with lowest hourly costs, DoIT reviewed three (3) resumes from each vendor and interviewed potential candidates to determine their qualifications and productivity to meet the County's needs. The vendor with the lowest hourly rate who provides the best qualified, most productive individual is selected, thus providing the County with the lowest total cost for the required work.
- Eric Roberts Associates ("Eric Roberts") was one of the respondents. Based on their response to the RFP, as well as their familiarity with and knowledge of County projects, programs and operations, we now come before your Honorable Board requesting approval to enter into an agreement (IT-1182) with Eric Roberts for the provision of professional consulting services for a period commencing on December 13, 2010 and terminating on March 31, 2011, for a total amount not to exceed \$40,950.
- The goals and objectives of the requested consulting services in the attached resolution are to bring qualified consultants into DoIT who have experience in the necessary technology and are capable of rapidly administering and updating the necessary hardware and software systems. This gives us the

flexibility to utilize various consultants with superior levels of skill in highly specific areas, each of whom may be needed for only a limited period of time. Consultant services are continually monitored by DoIT staff in conjunction with the associated department to be sure the service provided is effective.

- Eric Roberts' consultants will work on projects related to the Juvenile Case Management System (Probation).
- Consulting services for programming on the Juvenile Case Management System utilized by the Department of Probation increases the efficiency of Probation Officers supervising juveniles at risk within the community and the management of custody and adoption investigations.
- The public purpose of these services is that the systems being worked on contribute to both the productivity of County staff as well as promote public safety. The Juvenile Case Management System allows Probation Officers to better manage and address the risks juveniles present, both to their own safety and to that of the community where they reside. It also allows Probation Officers to better track and more efficiently prepare custody and adoption cases.
- The goal and objective for the contracting service is to assist in the timely and efficient development of the Juvenile Case Management System. DoIT Team Leaders continually monitor the work performed by the consultant.
- This resolution impacts the County's fiscal responsibility since the consultant will be working on systems that promote efficiencies and cost savings. The Juvenile Case Management System assists Probation officers in tracking and managing juvenile cases in order to divert these cases from court, which results in a cost avoidance dollar savings.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1182) with Eric Roberts Associates, having a place of business located at 363 Seventh Avenue, New York, New York 10001, for the provision of professional consulting services, for a period commencing on December 13, 2010 and terminating on March 31, 2011, for a total amount not to exceed \$40,950, payable monthly at the rate of \$78 per hour, subject to County appropriations.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION CONTRACT - 12/22/2010 COUNTY CLERK SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY AND THE COMMISSIONER, DEPARTMENT OF PROBATION, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (IT-1182) with Eric Roberts Associates, having a place of business located at 363 Seventh Avenue, New York, New York 10001, for the provision of professional consulting services, for a period commencing on December 13, 2010 and terminating on March 31, 2011, for a total amount not to exceed \$40,950, payable monthly at the rate of \$78 per hour; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute and deliver any and all documents and to take all action necessary and appropriate to effectuate the purposes hereof.

Agreement IT-1182
Account to be Charged/Credited:

| Year | Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub- Object | Trust Account | Dollars |
|------|------|------|--|------------------------|------------------|-----------|
| 2010 | 101 | 16 | 6410 | 4070 | | \$ 7,098 |
| 2011 | 101 | 16 | 6410 | 4070 | | \$ 33,852 |
| | | | | | | |
| | | | | | | |

Budget Funding Year(s) 2010 & 2011 Start Date: December 13, 2010 End Date: March 31, 2011
(must match resolution)

Funding Source Tax Dollars: \$40,950
State Aid: _____
\$40,950 Federal Aid: _____
(must match resolution) Other: _____

RFP for IT Professional Consultant Services 2010
Respondent List

Company

- 1 22nd Century Tech. Inc.
- 2 Advantage Technical Resourcing
- 3 Aequor Technologies
- 4 Applied Geographics, Inc.
- 5 ASC Technologies
- 6 Atria
- 7 Baker Robbins & Company
- 8 Bergman Associates
- 9 Berry, Dunn, McNeil & Parker (BDMP)
- 10 Bowne AE & T Group
- 11 Business Logic Inc.
- 12 Career Techniques Inc.
- 13 Celerity Technology Services
- 14 Columbia IS Consulting Group Inc.
- 15 Computer SI
- 16 Conversion Services International
- 17 Data Industries, LTD.
- 18 Dura Solutions, Inc.
- 19 Enterprise Strategies
- 20 Eric Robert Associates
- 21 ESRI
- 22 ExplInfo Inc.
- 23 Ez-Steps USA Inc.
- 24 Fountains Spatial
- 25 Fulcrum Logic Inc.
- 26 Genesis 10
- 27 Grafton Technologies
- 28 Indra USA, Inc.
- 29 Innovative Microsystems Consulting Inc.
- 30 Integrated Enterprise Solutions, Inc.
- 31 James W. Sewall Company
- 32 Kutir Corporation
- 33 Longi Engineering PC
- 34 Marlabs, Inc.
- 35 Neotech Solutions Inc.
- 36 Neotecra
- 37 Nutech
- 38 Parsons Brinckerhoff (PB)
- 39 Pixel Systems Inc.
- 40 Rad Gov
- 41 SAM Consulting Services, Inc.
- 42 Sanborn
- 43 SGA Inc.
- 44 SOFT Inc.
- 45 Spatial Front, Inc.

- 46 Sunrise Systems
- 47 Sysmind, LLC
- 48 Sysnet Consulting, Inc.
- 49 Technisource
- 50 Technology Resource Services, Inc. (TRS)
- 51 The Cambridge Group LTD
- 52 TMH Information System Consultation Service, Inc.
- 53 US Tech Solutions Inc
- 54 VLS Systems Inc.
- 55 VOLT Technical Resources
- 56 Westchester County Historical Society
- 57 Worldwide Information Super Highway Inc. (WISH)
- 58 Wyvil Systems, Inc.
- 59 YS Partners

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/22/2010 - JOMARY VIEIRA, SECRETARY