

18360

DATE: March 29, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1193) WITH SOFTWARE GUIDANCE AND ASSISTANCE, INC. FOR PROFESSIONAL CONSULTING SERVICES FOR A ONE YEAR PERIOD COMMENCING ON APRIL 1, 2011 AND TERMINATING ON MARCH 31, 2012 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$517,608.

BACKGROUND:

- The Department of Information Technology (DoIT) continues to require consultants to augment its staff. For these services and others, on February 22, 2011, 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 eleven 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 111 skill sets, each with a rate for three levels of experience.
- There were fifty-five respondents to the RFP, which were due on March 17, 2011. The responding vendors provided their hourly rates for the skill sets they had. For any particular skill set, starting with the three vendors with lowest hourly costs, DoIT reviewed three resumes from each vendor 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.
- Software Guidance and Assistance, Inc. ("SGA") was one of the respondents. Based on their response to the RFP, as well as their familiarity and knowledge of County projects, programs and operations, we now come before your Honorable Board requesting approval to enter into an agreement (IT-1193) with SGA for the provision of professional consulting services for a one year period commencing on April 1, 2011 for a total amount not to exceed \$517,608.
- An SGA consultant will provide programming development and support for the County Clerk's Land and Legal applications. Also, this individual will provide specific support for the electronic UCC (Uniform Commercial Code) form filing application which is used by external filers to pay for and submit UCC documents to the County Clerk's office.
- Additional consultant services are needed for work on Human Resources and Financial applications for the County. The projects SGA consultants will work on will include the major upgrades to the Human Resources System, the Budget Preparation System, which is the

county-wide system allowing departments to enter their budgets each year and is used by the Budget Department for forecasting and the Finance Department's systems. In addition to moving us to supported software levels, these upgrades will allow the applications to run on less expensive hardware and allow us to provide a disaster recovery solution.

- SGA consultants will work on Phase 2 of the Human Resources automated civil service examination application (XD10) project. The automated XD10 allows the public to apply for civil service tests through the Internet rather than filling out a paper form and mailing it to the HR department. It will also include an interface which will allow HR to approve or disapprove applications directly from the current civil service exam system.
- The Human Resources and Financial Systems support services include reporting, upgrades, enhancements and interfaces which increase productivity of staff countywide because tasks are automated, which in turn maximize efficiency, ultimately benefiting the public good.
- SGA consultants will also provide Desktop, Network and Infrastructure Server support services. Desktop and network support staff work on personal computer installations, service and repairs, ultimately benefiting the public good because efficient machines are crucial for staff productivity. Consultants working on the Infrastructure Server Support projects are reducing the total number of servers required by consolidating existing servers and helping to move to the latest more efficient technology.
- This consultant also supports and is working on enhancements to the applications in use by the public to electronically file UCC and Land Records documents in the County Clerk's office.
- The public purpose of the proposed agreement will be to assist County staff in providing secure and robust high speed technology services that benefit the public good. In addition, we will reduce consumption of paper, improve the efficiency of municipal governments and reduce the associated work to accurately pay employees for work.
- The goals and objectives of the requested consulting services in the attached resolution are to bring qualified consultants into DoIT that have experience in the necessary technology that 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.
- The SGA consultant working on County Clerk projects impacts the County's fiscal responsibility since he will be working on projects that will be used by the public to submit and access documents online. Payments for this access will also be made online thereby producing revenue. The impact for safety and security is that this consultant is working on projects that will create electronic forms to replace paper forms. These electronic forms will be less likely to be misfiled or lost, and will be securely backed up. The impact on the environment is that the applications that this consultant is working on reduce the use of paper by using electronic forms instead of paper forms, and also by allowing people to view documents online instead of having to print out paper copies or make a trip to the County Clerk's office.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1193) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, for the provision of professional consulting services, for a one year period commencing on April 1, 2011 and terminating on March 31, 2012, for a total not to exceed contract amount of \$517,608, payable monthly in accordance with the approved hourly rates which are attached hereto, subject to county appropriations.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-28-2011 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1193) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, for the provision of professional consulting services, for a one year period commencing on April 1, 2011 and terminating on March 31, 2012, for a total not to exceed contract amount of \$517,608, payable monthly in accordance with the approved hourly rates which are attached hereto; and be it further

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

RESOLVED, 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.

Account to be Charged/Credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2011	101	16	6000	4420		\$387,100
2012	101	16	6000	4420		\$130,508

Budget Funding Year(s): 2011 & 2012
(must match resolution)

Start Date: April 1, 2011

End Date: March 31, 2012

Funding Source

\$517,608

(must match resolution)

Tax Dollars: \$517,608

State Aid _____

Federal Aid _____

Other: _____

RFP for IT Professional Consultant Services 2011
Respondent List

Company

- 1 22nd Century Technologies, Inc.
- 2 ADPC, Inc.
- 3 Advanced Software Systems, Inc.
- 4 Alpha 2 Omega MTP
- 5 ASC Staffing, LLC
- 6 ATRIA Consulting
- 7 Bergman Associates
- 8 Berry, Dunn, McNeil & Parker (BDMP)
- 9 Bowne AE & T Group
- 10 Camelot Communications Group, Inc.
- 11 Career Techniques Inc.
- 12 Celerity Howard-Sloan
- 13 Civilogix, Inc.
- 14 ClarusTec
- 15 Columbia IS Consulting Group Inc.
- 16 Conversion Services International
- 17 CMA Consulting Services
- 18 Cyret Technologies
- 19 Data Industries, LTD.
- 20 Eastern Standard Consultants, Inc.
- 21 Elert & Associates
- 22 Enterprise Strategies
- 23 Eric Robert Associates
- 24 ESRI
- 25 ExplInfo Inc.
- 26 Ez-Steps USA Inc.
- 27 Fountains Spatial
- 28 Fulcrum Logic Inc.
- 29 Gateway Solutions, Inc.
- 30 Genesis 10
- 31 Genesys Consulting Services, Inc.
- 32 Greenman-Pedersen, Inc.
- 33 Howard Systems International
- 34 Infojini, Inc.
- 35 Interbase Corporation
- 36 LanceSoft, Inc.
- 37 Michael Baker Engineering, Inc.
- 38 Neotech Solutions Inc.
- 39 Neotecra
- 40 Nutech

- 41 **Parsons Brinckerhoff (PB)**
- 42 **PSI International, Inc.**
- 43 **SAM Consulting Services, Inc.**
- 44 **SOFT Inc.**
- 45 **Software Guidance & Assistance (SGA)**
- 46 **Sunrise Systems**
- 47 **Tail Wind Associates**
- 48 **TDC Group, Inc.**
- 49 **Technisource**
- 50 **Technology Resource Services, Inc. (TRS)**
- 51 **TMH Information System Consultation Service, Inc.**
- 52 **Vertex Geospatial. Inc.**
- 53 **VIVA USA Inc.**
- 54 **Westchester County Historical Society**
- 55 **YSP Partners**

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-28-2011 - JOMARY VIEIRA, SECRETARY

Software Guidance and Assistance, Inc.

Contract IT-1193

Hourly Rates for Consultant Services

<u>Skill Sets:</u>	<u>1 Year</u> <u>Exp.Rate</u>	<u>3 Year</u> <u>Exp.Rate</u>	<u>5 Year</u> <u>Exp.Rate</u>			
Programming:						
Java/JSP/J2EE	\$45.00	\$65.00	\$85.00			
IBM Websphere	45.00	65.00	85.00			
Hyland On-Base programming	45.00	65.00	85.00			
Service-Oriented Architecture	45.00	65.00	85.00			
Java Script	30.00	50.00	70.00			
<u>Skill Sets:</u>	<u>1 Year</u> <u>Exp.Rate</u>	<u>3 Year</u> <u>Exp.Rate</u>	<u>5 Year</u> <u>Exp.Rate</u>	<u>1 Year</u> <u>Exp.Rate</u>	<u>3 Year</u> <u>Exp.Rate</u>	<u>5 Year</u> <u>Exp.Rate</u>
				<u>with Cert.</u>	<u>with Cert.</u>	<u>with Cert.</u>
Infrastructure:						
LINUX Server Administration Services	45.00	65.00	90.00	45.00	65.00	90.00
SOLARIS Server Administration Services	45.00	65.00	90.00	45.00	65.00	90.00
AIX Server Administration Services	45.00	65.00	90.00	45.00	65.00	90.00
IIS Web Server Administration/Programming	45.00	65.00	90.00	45.00	65.00	90.00
Websphere Web Server Administration/ Programming	45.00	65.00	90.00	45.00	65.00	90.00
Source Control and Build Management	45.00	65.00	90.00	45.00	65.00	90.00
Desktop Support:						
Workstation Engineer Support Services	30.00	45.00	75.00	30.00	45.00	75.00
Networking:						
Proficient design & operational experience IBM; s NetCool & other network & system management products	45.00	65.00	95.00	45.00	65.00	95.00