



Memorandum
Department of Information Technology

18362

DATE: March 31, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1194) WITH THE WESTCHESTER COUNTY HISTORICAL SOCIETY 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 \$81,000

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 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.
- The Westchester County Historical Society ("WCHS") was one of the respondents. Based on their response to the RFP, as well as their familiarity and knowledge of the County's Archives and Records Center, we now come before your Honorable Board requesting approval to enter into an agreement (IT-1194) with WCHS, for the provision of professional consulting services, for a one year period commencing on April 1, 2011, for a total amount not to exceed \$81,000. A WCHS consultant will assist us in preserving County history and making it accessible to the public via technology.
- WCHS services are needed to complete the following work during the term of the new agreement:
 - WCHS will continually update its new website at www.westchesterhistory.com ; weekly updates to the Facebook and Twitter applications.

- WCHS selected and installed PastPerfect as its primary cataloging software in 2010 for the purpose of widening online access to its holdings. In 2010-11, WCHS staff entered the principal catalog data into this system. This on-going effort will continue throughout the 2011-12 year, with approximately 500 entries made related to newly accessioned historical materials.
 - WCHS will use the same PastPerfect software to catalog 1,500 images of post cards from its collection that were previously scanned and saved in pdf format. To place them online using this powerful search tool, the pdf images require conversion to tif file format.
 - During this contract year, WCHS will add another 500 entries to the Historic Preservation Database of Westchester buildings worthy of preservation. The database is available to researchers through the website.
 - WCHS will collaborate with the Westchester County Archives to add five new communities to the Historical Treasures section of the Virtual Archives website.
 - WCHS will scan and index the 500 remaining pages of the McKenzie Manuscript, which contains genealogies of many of Westchester's earliest families. This will allow the Archives Reading Room reference staff and the Westchester County Historical Society to more easily respond to the many patron requests for this material, which is one of the most often accessed items in the WCHS collection.
 - WCHS will add another 1,000 indexed obituaries from 1978-1995 to the website by Spring 2012.
 - WCHS will design and produce an online exhibit of interesting and famous people who have lived in Westchester County. This exhibit will be based on the research and images contained in recent quarterly articles for *The Westchester Historian*.
 - WCHS will create a new Power Point presentation related to the historical sites in Westchester County to share with citizen audiences across the county.
 - WCHS will explore the development of an online forum to continue the Spring 2011 initiative of promoting the use of historical materials by local educators.
 - WCHS will convert its in-house Access database used for distributing information to local historians, historical societies and museums, members of the society and the public at large to PastPerfect software, which is an improved platform.
 - WCHS will commence to image its valuable older issues of *The Westchester Historian*, 1925-35.
- The public purpose for the contract requested in the attached resolution is that public interest will be served by promoting public access to historical information. Digitizing materials in historical collections and placing them online will better preserve them for future generations and will make them more widely available to the public on our website. WCHS will also provide technology assistance to local history repositories in order to preserve and make accessible Westchester County history for today's public and future generations.
 - To make the vibrant history of Westchester County available to today's public and to future generations, WCHS proposes that the partnership between the Westchester County Historical Society (WCHS) and the Westchester County Department of Information Technology continue

into the next year. By contracting with WCHS to provide these consultant services, it is in the County's best interest in terms of fiscal responsibility. WCHS is the only agency with the skill sets and expertise to provide historical guidance to the county as technological improvements are made to store historical records safely and to improve public access to them.

- The WCHS and the Westchester County Archives conduct their programs in the same facility. Staff from WCHS meets on a daily basis with staff from the Westchester County Archives Unit of DoIT. Since many of the project goals and objectives outlined above will be met in collaboration between those staffs, project management goals are constantly monitored and reported. Detailed invoices track the amount of time and skill set rate used by WCHS to complete its project goals.
- WCHS curatorial expertise enhances the entire Westchester County Archives program by promoting best practices to be followed for the stewardship of the county's important historical records, both public and private, paper-based or digital. Standards for the historical records' security and safe-keeping are paramount.
- By placing more historical documents online for public access through the various projects specified above, WCHS reduces the need for its research patrons to travel to the facility; energy use and costs are thereby reduced.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1194) with the Westchester County Historical Society, having a place of business located at 2199 Saw Mill River Road, Elmsford, New York 10523, 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 \$81,000, payable bi-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 & CAPITAL
2011 - JOMAR VEIRA, SECRETARY
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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-1194) with the Westchester County Historical Society, having a place of business located at 2199 Saw Mill River Road, Elmsford, New York 10523, 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 \$81,000, payable bi-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	5000	4420		\$ 60,750
2012	101	16	5000	4420		\$ 20,250

Budget Funding Year(s): 2011 & 2012

Start Date: April 1, 2011 End Date: March 31, 2012

Funding Source Tax Dollars: \$81,000
 State Aid _____
\$81,000 Federal Aid _____
 (must match resolution) 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**



WESTCHESTER COUNTY HISTORICAL SOCIETY

Contract IT-1194

Hourly Rates for Consultant Services

Skill Sets:

**1 Year
Exp.Rate**

**3 Years
Exp. Rate**

**5 Years
Exp.Rate**

Provide professional curatorial and other historical services for the development of Westchester County historical exhibits, publications, online presentations and finding aids for retrieving historical documents. In addition as the County Historian or an agent thereof, provide professional assessment and advice regarding the preservation and conservation of the County's historical buildings, facilities and other historical materials

\$45.00

\$55.00

\$75.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 5/23/2011 - JOMARY VIEIRA, SECRETARY

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