



Memorandum  
Department of Information Technology

18838

DATE: April 26, 2011  
TO: Board of Acquisition and Contract  
FROM: Marguerite Beirne, Chief Information Officer  
RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1197) WITH COMPUTER SI CORPORATION 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 \$90,000

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BACKGROUND:

- The Department of Information Technology (DoIT) continues to require consultants to augment its staff. For these services and others, on April 14, 2011, a Request for Proposals (RFP) for OnBase Document Management System Support and 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 three 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 3 skill sets, each with a rate for three levels of experience.
- Responding vendors provide their hourly rates for the skill sets they have. For any particular skill set, starting with the three vendors with lowest hourly costs, DoIT reviews three resumes from each vendor and interviews 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.
- Responses to the RFP were due on April 22, 2011. Computer SI Corporation ("CSI") was the only respondent. 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 with CSI for the provision of professional consulting services, for a one-year period commencing on April 1, 2011, for a total amount not to exceed \$90,000.
- CSI consultants will provide support, design, implementation and programming services to our OnBase document management system, as well as assistance with our hardware and software upgrades to this system. In addition, CSI will provide support, on an as needed basis, to our countywide OnBase workflow and imaging systems.

- The services requested in the attached resolution will have a public purpose because CSI consultants will work on projects which will benefit the public good. The OnBase document management system makes public documents more readily available to the general public through imaging, and the OnBase workflows help to increase the productivity and efficiency within the government by eliminating paper processes.
- The goals and objectives of the services for which we are contracting are to keep our countywide document management system (OnBase) up to date with all the latest upgrades and enhancements to provide the best features to our County departments in order to be more efficient. In terms of fiscal responsibility, OnBase includes workflow and imaging applications which are used by all County departments to make employees more efficient in that there is less time spent searching for paper and folders, and less time filing and refiling. In terms of the environment, the more workflows and imaging systems that are in use, the more we can reduce reliance on paper documents. DoIT staff will continually monitor each department utilizing our document management system to determine its efficiency and the services provided by CSI.
- This resolution impacts the County's fiscal responsibility since it provides for keeping our enterprise document management system, Hyland's OnBase, current. OnBase is used in all County departments to improve efficiencies which helps save money by using the workflow and imaging components of the system. The impact for safety and security is that the imaging component of the software keeps scanned documents secure and backed up, where they cannot be misfiled or lost. The impact on the environment is that the modules within this software are important for eliminating the need for paper by using workflows to process electronic forms instead of paper forms, and also allowing people to view documents online instead of having to print out paper copies.
- This software is also part of an application in the County Clerk's office which is used by the general public to view documents such as deeds, mortgages, and legal papers online.

**ACTION REQUESTED:**

- Authorization to enter into an agreement (IT-1197) with Computer SI Corporation, having a place of business located at 22 High Street, Norwalk, Connecticut 06851-4702, 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 amount of \$90,000, payable monthly at the hourly rate of \$110, as described on the schedule attached to the resolution, subject to County appropriations.

Accordingly, the attached resolution is submitted for your consideration.

**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-1197) with Computer SI Corporation, having a place of business located at 22 High Street, Norwalk, Connecticut 06851-4702, 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 amount of \$90,000, payable monthly at the hourly rate of \$110, as described on the schedule attached to this resolution; 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		\$67,500
2012	101	16	6000	4420		\$22,500

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

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

Funding Source                      Tax Dollars: \$90,000  
    State Aid \_\_\_\_\_  
\$90,000                                  Federal Aid \_\_\_\_\_  
 (must match resolution)        Other: \_\_\_\_\_

**OnBase Document Management System Support  
and Professional Consultant Services  
Schedule of Rates**

**Computer SI Corporation**

SKILL SETS/CERTIFICATIONS	1 YEAR EXP RATE with certification	3 YEAR EXP RATE with certification	5 YEAR EXP RATE with certification
<b>OnBase</b>			
<i>Perform support, design, implementation and programming services for OnBase:</i>		®	
OnBase Installer (Hyland Certified)	\$110.00	\$110.00	\$110.00
OnBase API Integrator (Hyland Certified)	\$110.00	\$110.00	\$110.00
OnBase Workflow Developer	\$110.00	\$110.00	\$110.00

APPROVED BOARD OF ACQUISITION & CONTRACT 05/12/2011 JOHANNY VIEIRA, SECRETARY

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