

19890

DATE: June 22, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer
Department of Information Technology

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1202) WITH CONVERSION SERVICES INTERNATIONAL, INC. FOR PROFESSIONAL CONSULTING SERVICES FOR A NINE MONTH PERIOD COMMENCING ON JULY 1, 2011 AND TERMINATING ON MARCH 31, 2012 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$57,015.

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.
- Conversion Services International, Inc. ("CSI") 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-1202) with CSI for the provision of professional consulting services for a nine month period commencing on July 1, 2011 for a total amount not to exceed \$57,015.
- CSI consultants will provide Desktop and Network 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.
- 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.

- 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.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1202) with Conversion Services International, Inc., having a place of business located at 100 Eagle Rock Avenue, East Hanover, New Jersey 07936, for the provision of professional consulting services, for a nine month period commencing on July 1, 2011 and terminating on March 31, 2012, for a total not to exceed contract amount of \$57,015, payable monthly at a rate of \$45.00 per hour, subject to county appropriations.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACTS 07/2011 - 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-1202) with Conversion Services International, Inc., having a place of business located at 100 Eagle Rock Avenue, East Hanover, New Jersey 07936, for the provision of professional consulting services, for a nine month period commencing on July 1, 2011 and terminating on March 31, 2012, for a total not to exceed contract amount of \$57,015, payable monthly at a rate of \$45.00 per hour; 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	6220	4420		\$38,430
2012	101	16	6220	4420		\$18,585

Budget Funding Year(s): 2011 & 2012 Start Date: July 1, 2011 End Date: March 31, 2012
(must match resolution)

Funding Source Tax Dollars: \$57,015
State Aid _____
\$57,015 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, Inc.
- 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**

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