

20408

DATE: July 14, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne  
Chief Information Officer  
Department of Information Technology

Robert F. Meehan  
County Attorney  
Department of Law

RE: AUTHORIZATION TO AMEND CONTRACT IT-1146 WITH JANUS ASSOCIATES, INC. BY  
EXTENDING THE TERM OF THE AGREEMENT TO A NEW TERMINATION DATE OF  
DECEMBER 31, 2011

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BACKGROUND:

- On December 7, 2009, your Honorable Board approved a resolution which authorized entering into an agreement (IT-1146) with JANUS Associates, Inc. ("JANUS"), for the provision of professional services to perform a needs assessment and to develop a plan for an enterprise electronic records management program that includes the development of a new Electronic Records Management Policy, a report and recommendations on improvements to the Legal Discovery Process, development of training modules for records management key stakeholders and for all county employees and the development of a procurement document for e-mail storage and retrieval tools, as well as systems for the management of data files and an improved legal discovery process. The original contract called for a one year period commencing on February 8, 2010 and terminating on February 7, 2011 for a total not to exceed contract amount of \$179,940. Contract IT-1146 authorized in this resolution was subsequently executed and approved.
- On January 28, 2011, your Honorable Board approved a resolution to amend the agreement with JANUS to extend the term of the agreement by six months to a new termination date of August 7, 2011. The amendment authorized in this resolution was subsequently executed and approved.
- As this project moves towards completion, there are a few items that remain to be completed: senior management needs to review the new policies before they can be promulgated; the Departments of Information Technology and Law need to review the records management training modules before asking the senior management to review them for roll-out; and the Department of Information Technology is currently reviewing JANUS' proposed Request for Proposals for technical considerations and it will require the same review process as the policies and training modules.
- This will require additional time to complete and the current agreement is scheduled to terminate August 7, 2011.
- Therefore we now come before your Honorable Board requesting approval to amend Contract IT-1146 with JANUS for the purpose of extending the term of the agreement to a new termination date of December 31, 2011 with all other terms and conditions to remain the same. No additional funding is requested.

- The goals and objectives of this project are to provide state-of-the-art records retention and disposition for the County's electronic records and enhance the County's ability to comply with all federal, state and local laws and regulations regarding the County's records. The project impacts the County's critical priority area of fiscal responsibility by assisting in the development of an electronic records retention system that will reduce litigation discovery risks and costs and improve employee productivity. County Law and DoIT staff will be working closely with JANUS during the entire process and will receive frequent updates and be responsible for ensuring the project stays on track. The County will also monitor JANUS' progress through monthly invoices and a series of deliverables.

**ACTION REQUESTED:**

Authorization to amend Contract IT-1146 with JANUS Associates, Inc., having an office and place of business at 1055 Washington Boulevard, 8<sup>th</sup> Floor, Stamford, Connecticut 06901, for a needs assessment and development of a plan for an enterprise electronic records management program that includes: a new Electronic Records Management Policy and an improved Legal Discovery Process, all of which will be facilitated by enterprise-wide training and the development of a Request for Proposals to provide for e-mail storage tools and automated records retrieval processes, as well as the ability to manage data files during legal discovery, and, to extend the term of the agreement to a new termination date of December 31, 2011, with all other terms and conditions of the original agreement to remain the same.

A resolution is submitted herewith for your consideration.

Attachment

APPROVED BOARD OF ACQUISITION - COMPANY 01/20/11 - JOMARY VIERA - SECRETARY

**RESOLUTION**

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, AND THE COUNTY ATTORNEY, DEPARTMENT OF LAW, BE IT HEREBY:

RESOLVED: that the County of Westchester is hereby authorized to amend Contract IT-1146 with JANUS Associates, Inc., having an office and place of business at 1055 Washington Boulevard, 8<sup>th</sup> Floor, Stamford, Connecticut 06901, for a needs assessment and development of a plan for an enterprise electronic records management program that includes a new Electronic Records Management Policy and the improvement of the Legal Discovery Process, augmented by enterprise-wide training and the ability to purchase technology tools for e-mail storage and their prompt retrieval, as well as the management of data files during legal discovery , to extend the term of the agreement to a new termination date of December 31, 2011, with all other terms and conditions of the original agreement to remain the same; and be it further

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

RESOLVED, that all other terms and conditions of the original agreement shall remain the same; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purpose thereof.

Original Agreement: \$179,940  
 First Amendment: \$ 0  
**This Amendment:** \$ 0  
 Total: \$179,940

Contract No. **IT-1146**  
 Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	311	16	BIT2200S	6120		N/A

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

Start Date: February 8, 2010

End Date: December 31, 2011

Funding Source Tax Dollars: \$ N/A  
 State Aid \_\_\_\_\_  
 \$ N/A Federal Aid \_\_\_\_\_  
 (must match resolution) Other: \_\_\_\_\_