

20616

DATE: July 26, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

Timothy C. Idoni, County Clerk

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1206) WITH EXPINFO, INC. FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR AN EIGHT MONTH PERIOD COMMENCING ON AUGUST 1, 2011 AND TERMINATING ON MARCH 31, 2012 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$87,000

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.
- ExplInfo, Inc., ("ExplInfo") 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-1206) with ExplInfo, for the provision of professional consulting services for a eight month period commencing on August 1, 2011, for a total amount not to exceed \$87,000.
- The goals and objectives of the requested consulting services in the attached resolution are to bring qualified consultants into DoIT who have experience in the necessary technology and 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.
- ExplInfo consultants will be working on enhancements to the current Land Records application, called Property Records Electronic Portal (PREP). This includes:

- Developing a new module that will allow filers to upload document images to our PREP system.
- Update of the existing Image Processing module using the latest imaging components. The existing image processing module has two main components that must be upgraded: the Scanning module and the Image Quality Control (IQC) module. In addition, the existing application supports only one image format (TIF). It must be updated to allow for multiple formats, including PDF.
- Additionally, consulting services provided by Explnfo are needed to upgrade the Publishing Module. The current Publishing Module is written in outdated software and must be updated to include more up to date components. This module performs several tasks after the document has been accepted for recording:
 - It places the seal and signature of the County Clerk on the image.
 - It transfers the record and image to become available to staff and also the public in our Westchester Records Online application.
 - It sends the records to a module to create microfilm backup copies.
 - It finalizes distribution of mortgage taxes by municipality.
- The public purpose for these services is improved access to public documents filed with the Clerk, benefiting the public good by saving time, money and effort on behalf of the residents accessing information provided by and filed in the Office of the Westchester County Clerk.
- This resolution impacts the County's fiscal responsibility since the consultant will be working on the County Clerk's PREP project which will improve efficiencies, and will reduce the staff required to perform the function of data entry. The impact for safety and security is that the electronic filing component of the application keeps electronic 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 the first steps for eliminating the need for paper by using electronic filing instead of paper forms, and reducing the amount of people that have to travel to the County Clerk's office to file documents.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1206) with Explnfo, Inc., having a place of business located at 1621 Central Avenue, Albany, New York 12205, for the provision of professional consulting services for an eight month period commencing on August 1, 2011 and terminating on March 31, 2012 for a total not to exceed contract amount of \$87,000, payable monthly at the rate of \$75 per hour, 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 AND THE COUNTY CLERK, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1206) with ExplInfo, Inc., having a place of business located at 1621 Central Avenue, Albany, New York 12205, for the provision of professional consulting services for an eight month period commencing on August 1, 2011 and terminating on March 31, 2012 for a total not to exceed contract amount of \$87,000, payable monthly at the rates of \$75 per hour; and be it further

RESOLVED, this Agreement is subject to County appropriations; 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:

Agreement IT-1206

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2011	321	21	BCC-04-02S	6120		\$ 54,375
2012	321	21	BCC-04-02S	6120		\$ 32,625

Budget Funding Year(s): 2011 & 2012

Start Date: August 1, 2011

End Date: March 31, 2012

(must match resolution)

Funding Source

Tax Dollars: \$87,000

State Aid _____

\$87,000

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**

APPROVED BOARD OF ACQUISITION & CONTRACTS - 08/11/2011 - JOMARY VIEIRA, SECRETARY