

21830

DATE: September 20, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO AMEND AN AGREEMENT (IT-1193) WITH SOFTWARE GUIDANCE AND ASSISTANCE, INC., BY INCREASING THE AMOUNT FOR PROFESSIONAL CONSULTING SERVICES BY \$86,275 TO A NEW TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$603,883

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BACKGROUND:

- On February 22, 2011 the Department of Information Technology (DoIT) issued a Request for Proposals (RFP) for Information Technology Professional Consultant Services for consultants to augment its staff, 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 was 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.
- On April 28, 2011, your Honorable Board approved a resolution which authorized entering into an agreement (IT-1193) with Software Guidance and Assistance, Inc. ("SGA"), 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 \$517,608. Contract IT-1193 authorized in this resolution was subsequently executed and approved.
- We now come before your Honorable Board requesting approval to amend Contract IT-1193 with SGA to cover the costs of consulting services on projects related to the Human Resources/Payroll Financial Systems, (HR & Finance). The consultant will work on a project to make W2 forms available on-line for employees to view. He will also work on the major upgrade to the County Financial System, Human Resources/Payroll System and Budget System. In addition, the consultant will also provide on-going support for the current versions of these systems. He will also provide on-going support for a number other applications; included in these are: Leave Management System, On-line XD10 (Civil Service Examination Application) system and APE (Accelerated Payroll Entry).

- This is not a new procurement. The requested increase in funding for the SGA consultant is for the replacement of a consultant from Nutech, a vendor who also responded to the February 22, 2011 RFP and who was selected to provide support services for Human Resources and Financial Systems. The Nutech consultant subsequently resigned his position and a replacement was selected from SGA. The Nutech consultant's skill set was #3 on the RFP skill set list ( Java, JSP, J2EE). The skill set for SGA consultant that is replacing the Nutech consultant is the same. The SGA consultant will be working on the same projects for HR and Finance that the Nutech consultant was working on as his replacement. The additional funding for SGA will be offset by a reduction in expenditures on the Nutech contract.
- The Human Resources and Financial Systems support services include reporting, upgrades, enhancements and interfaces which increase productivity of staff countywide because tasks are automated, which in turn maximize efficiency, ultimately benefiting the public good.
- 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. In addition, we will reduce consumption of paper, improve the efficiency of municipal governments and reduce the associated work to accurately pay employees for work.
- 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 amend an agreement (IT-1193) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, by increasing the amount by \$86,275, payable monthly at the rate of \$85 per hour, subject to County appropriations, to a new total not to exceed contract amount of \$603,883, with all other terms and conditions of the original agreement to remain the same.

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 amend an agreement (IT-1193) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, for the provision of professional consulting services, by increasing the amount by \$86,275, payable monthly at the rate of \$85 per hour, for a total not to exceed contract amount of \$603,883; and be it further

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

RESOLVED, that 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 all other terms and conditions of the agreement shall remain the same; 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.

Contract No. **IT-1193**

Original Agreement: \$517,608  
**This Amendment:** \$ **86,275**  
Total: \$603,883

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		\$ 47,600
2012	101	16	6000	4420		\$ 38,675

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

Start Date: April 1, 2011

End Date: March 31, 2012

Funding Source

Tax Dollars: \$ 86,275

State Aid \_\_\_\_\_

Federal Aid \_\_\_\_\_

**\$ 86,275**

(must match resolution)

Other: \_\_\_\_\_