

#25985

DATE: April 2, 2012

TO: Board of Acquisition and Contract

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

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1236) WITH COMPUTER SI CORPORATION FOR INFORMATION TECHNOLOGY PROFESSIONAL CONSULTING SERVICES FOR A TERM COMMENCING APRIL 1, 2012 AND TERMINATING MARCH 31, 2014, FOR A TOTAL AMOUNT NOT TO EXCEED \$180,000.

**BACKGROUND:**

- On February 22, 2012, the County issued a request for proposals ("RFP") seeking proposals from qualified individuals and companies to provide each of one hundred and twenty-two (122) different information technology professional consultant services.
- In response to the RFP, the County received one (1) proposal to provide service number 23, entitled "Hyland OnBase Programming." Accordingly, after a review and evaluation of the proposal, the proposal from Computer SI Corporation ("Computer SI") was selected.
- We now come before your Honorable Board requesting authorization to enter into an agreement (IT-1236) with Computer SI for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$180,000, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Hyland OnBase Programming, Support and Design for document management and workflow.

	SERVICE	1 YEAR EXPERIENCE RATE	3 YEAR EXPERIENCE RATE	5 YEAR EXPERIENCE RATE	1 YEAR EXPERIENCE RATE with certification	3 YEAR EXPERIENCE RATE with certification	5 YEAR EXPERIENCE RATE with certification
23	Hyland OnBase Programming	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00

- The proposed agreement will serve a public purpose by providing the County with the information technology professional consultant services needed for numerous current County projects, as well as future projects that are begun during the term of the agreement. Current County projects for which Computer SI will provide services include, but are not limited to, the following:

Support, design, and 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, Computer SI will provide support, on an as-needed basis, to our Countywide OnBase workflow and imaging systems.

- The goal and objective of the proposed agreement is to make available to the County qualified individuals to provide the aforementioned services for the aforementioned County projects, as well as to provide those services, as necessary, for any future projects that are begun during the term of the agreement.
- The goal and objective of the proposed agreement is in the best interest of the County in terms of fiscal responsibility, as the County will receive the necessary services at a reasonable cost based on the competitive RFP process. For some projects, the services to be provided by Computer SI will also save money by implementing or expanding electronic systems that are cheaper to operate than the existing systems.
- The goal and objective of the proposed agreement is also in the best interest of the County in terms of public safety, as a number of the projects for which Computer SI will provide services (as described above) directly impact public safety.
- The goal and objective of the proposed agreement will be continually tracked and monitored by staff from the Department of Information Technology in order to ensure that the services are being provided.

**ACTION REQUESTED:**

Authorization to enter into an agreement (IT-1236) with Computer SI Corporation, having a place of business located at 22 High Street, Norwalk, Connecticut 06851, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$180,000, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Hyland OnBase Programming, Support and Design for document management and workflow.

	<b>SERVICE</b>	<b>1 YEAR EXPERIENCE RATE</b>	<b>3 YEAR EXPERIENCE RATE</b>	<b>5 YEAR EXPERIENCE RATE</b>	<b>1 YEAR EXPERIENCE RATE with certification</b>	<b>3 YEAR EXPERIENCE RATE with certification</b>	<b>5 YEAR EXPERIENCE RATE with certification</b>
23	Hyland OnBase Programming	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00

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 (the "County") is hereby authorized to enter into an agreement (IT-1236) with Computer SI Corporation, having a place of business located at 22 High Street, Norwalk, Connecticut 06851, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$180,000, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Hyland OnBase Programming services

	<b>SERVICE</b>	<b>1 YEAR EXPERIENCE RATE</b>	<b>3 YEAR EXPERIENCE RATE</b>	<b>5 YEAR EXPERIENCE RATE</b>	<b>1 YEAR EXPERIENCE RATE with certification</b>	<b>3 YEAR EXPERIENCE RATE with certification</b>	<b>5 YEAR EXPERIENCE RATE with certification</b>
23	Hyland OnBase Programming	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00	\$ 110.00

; 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 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 of this Resolution.

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Account to be Charged/Credited:  
 Agreement Number: IT-1236

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	101	16	6000	4420		\$ 67,500
2013	101	16	6000	4420		\$ 90,000
2014	101	16	6000	4420		\$ 22,500

Budget Funding Year(s): 2012 - 2014      Start Date: April 1, 2012      End Date: March 31, 2014  
 (must match resolution)

Funding Source

Tax Dollars: \$180,000

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

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

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

**\$ 180,000**

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/19/2012 - JOMARY WEIRA, SECRETARY

ALPHABETICAL LIST OF RESPONSIVE RESPONDENTS

Service Number 23  
Hyland OnBase Programming

1. Computer SI Corporation

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/19/2012 - JOMARY VIEIRA, SECRETARY