

#26006

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-1239) WITH EZ STEPS USA, INC. 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 \$300,932

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 twenty-five (25) proposals to provide service number 38, entitled "Microsoft Exchange Administration Services." After a review and evaluation of those proposals, the proposal from EZ Steps USA, Inc. ("EZ Steps") was selected based upon the criteria specified in the RFP.
- We now come before your Honorable Board requesting authorization to enter into an agreement (IT-1239) with EZ Steps for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$300,932, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Microsoft Exchange Administration Services.

	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
38	Microsoft Exchange Administration Services	\$ -	\$ -	\$ 92.00	\$ -	\$ -	\$ -

- 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 EZ Steps will provide services include, but are not limited to, the following:
  - 1.) Performing support, maintenance and administration services for the County's Electronic Mail System, the Windows Active Directory, the County's split-level Domain Name System and the Enterprise Reporting using Business Objects and Crystal Reports.

- 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 EZ Steps 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 EZ Steps 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-1239) with EZ Steps USA, Inc., having a place of business located at 3 Catalina Court, Suffern, New York 10901, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$300,932, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Microsoft Exchange Administration Services.

		<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>
38	Microsoft Exchange Administration Services	\$ -	\$ -	\$ 92.00	\$ -	\$ -	\$ -

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-1239) with EZ Steps USA, Inc., having a place of business located at 3 Catalina Court, Suffern, New York 10901, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$300,932, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services:  
Microsoft Exchange Administration Services

	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
38	Microsoft Exchange Administration Services	\$ -	\$ -	\$ 92.00	\$ -	\$ -	\$ -

; 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.

Account to be Charged/Credited:  
Agreement Number: IT-1239

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	101	16	6000	4420		\$112,700
2013	101	16	6000	4420		\$150,696
2014	101	16	6000	4420		\$37,536

Budget Funding Year(s): 2012 - 2014  
(must match resolution)

Start Date: April 1, 2012

End Date: March 31, 2014

Funding Source

Tax Dollars: \$300,932

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

**\$ 300,932**

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

(must match resolution)

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

## ALPHABETICAL LIST OF RESPONSIVE RESPONDENTS

Service Number 38

Microsoft Exchange Administration Services

1. 22nd Century Technologies, Inc.
2. Advantage Technical Resourcing
3. ATRIA Consulting
4. Bowne Management Systems, Inc.
5. ClarusTec
6. Cyret Technologies
7. Data Industries, LTD.
8. Doon Technologies, Inc.
9. Enterprise Strategies
10. ExplInfo Inc.
11. Ez Steps USA, Inc.
12. Genesys Consulting Services, Inc.
13. Infojini, Inc.
14. Kaizen Technologies, Inc.
15. Neotecra, Inc.
16. Nutech Information Systems
17. PSI International, Inc.
18. RK Software, Inc.
19. SAM Consulting Services, Inc.
20. SOFT, Inc.
21. Software Guidance & Assistance
22. Sunrise Systems, Inc.
23. Tail Wind Associates
24. Technical Operations, Inc.
25. Technology Resource Services, Inc

APPROVED BY: JOMARY VIEIRA, SECRETARY  
CONTRACT - 04/19/2012