

32234

DATE: February 13, 2013

TO: Honorable Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer      Kevin Cheverko, Commissioner  
Department of Information Technology      Department of Correction

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT ( IT-1305) WITH SYSCON JUSTICE SYSTEMS LTD. FOR THE UPGRADE OF THE DEPARTMENT OF CORRECTION'S JAIL MANAGEMENT SYSTEM FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$315,960 AND FOR A TERM OF EIGHTEEN MONTHS COMMENCING MAY 1, 2013 AND TERMINATING OCTOBER 31, 2014

---

BACKGROUND:

- The Department of Correction (DOC) uses the application software known as the iTAG Offender Management System (the "System") licensed by Syscon Justice Systems Ltd. ("Syscon"). The System manages all information pertaining to inmates incarcerated in the County's Correctional facilities (Jail/Penitentiary). The System tracks a large variety of information pertinent to management of the inmate population including but not limited to Inmate Booking Intake processes, Inmate Charges and Sentences, Inmate Property Management, Financial Management of inmate trust funds, An interface to the Commissary System, Bail Accounting, Medical Check Lists, Inmate Visitation Management, Inmate photos, Inmate Risk Assessment, Inmate Case Management, Inmate Program/Education Tracking, Inmate Alerts, Tracking of offenses/incidents while in custody, Tracking of offender movements including housing assignments and movements, trips to court, Inmate Head count verification and Critical offender management and State mandated reporting.
- The last iTAG Offender Management System upgrade was completed in early 2004. It is critical for its continued function and support to perform an upgrade of the System. This will insure that the System will continue to operate on the County's supported server and desktop infrastructure in 2013 and beyond and to allow the County to continue to contract for system support and maintenance with Syscon .
- Therefore, we now come before your Honorable Board requesting approval to enter into a new agreement (IT-1305) with Syscon for the upgrade of the Department of Correction's iTAG Offender Management System for a total not to exceed contract amount of \$315,960 and for a term of eighteen months commencing on May 1, 2013 and terminating on October 31, 2014.
- Pursuant to Section 9 of the Westchester County Procurement Policy and Procedures, it is our recommendation that after reasonable investigation, it has been determined that support of the software program known as the iTAG Offender Management System from Syscon Justice

Systems Ltd., is the only one practicable source for the support of this software. Syscon is the sole owner of the proprietary code used in the application; therefore they are the sole source for the support and maintenance thereof.

- This contract will have a public purpose because managing information on inmates including inmate movements, risk factors, visitors and issues, promotes public safety of county residents by allowing for quick access to pertinent information by DOC staff, allowing them to perform their job duties more efficiently.
- The goals and objectives for this contract are to assure stability and business continuity for DOC staff that depend on this application to maintain and track critical information regarding inmates, which is crucial to the efficient delivery of DOC services. Any reported application issues are tracked via a tracking process to assure compliance. Regular status meetings are held between Syscon, and the Departments of Information Technology and Correction to review and promote timely resolution to these issues.
- The contracted system supports both the Fiscal Responsibility and the Safety and Security County Performance Measures. The system supports the Fiscal Responsibility measure by providing average jail census data to Correction; a key factor in staffing, leave and overtime cost management. The system supports the Safety and Security measure by providing feedback to Correction on inmate program effectiveness as it relates to recidivism.

**ACTION REQUESTED:**

- Authorization to enter into an agreement (IT-1305) with Syscon Justice Systems Ltd., having an office located at Suite 230-8211 Sea Island Way, Richmond, British Columbia V6X 2W3, for the upgrade of the Department of Correction's iTAG Offender Management System for a total not to exceed contract amount of \$315,960 and for a term of eighteen months commencing May 1, 2013 and terminating October 31, 2014 payment pursuant to an agreed upon schedule, subject to County appropriations.

A resolution authorizing the aforementioned agreement is submitted herewith for your consideration.

**RESOLUTION**

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY AND THE COMMISSIONER, DEPARTMENT OF CORRECTION, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1305) with Syscon Justice Systems Ltd., having an office located at Suite 230-8211 Sea Island Way, Richmond, British Columbia V6X 2W3, for the upgrade of the Department of Correction's iTAG Offender Management System for a total not to exceed contract amount of \$315,960 and for a term of eighteen months commencing May 1, 2013 and terminating October 31, 2014 payment pursuant to an agreed upon schedule; and be it further

RESOLVED, that subject procurement qualifies as a sole source procurement and is exempt from the procedures of the Procurement Policy under Section 9 of said Policy; and be it further

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

RESOLVED, 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 and empowered to execute any and all documents necessary to effectuate the purposes hereof.

Contract No. **IT-1305**

Account to be Charged:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2013	316	16	BIT2701S	6120		\$315,960

Budget Funding Year(s): 2013-2014      Start Date: May 1, 2013      End Date: October 31, 2014

Funding Source      Tax Dollars: \$315,960  
State Aid \_\_\_\_\_  
**\$315,960**      Federal Aid \_\_\_\_\_  
(must match resolution)      Other: \_\_\_\_\_