

38274

DATE: January 30, 2014

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey
Chief Information Officer

RE: AUTHORIZATION TO AMEND CONTRACT IT-1303 WITH ASC STAFFING, LLC IN ORDER TO, 1) INCREASE THE NOT-TO-EXCEED AMOUNT OF THE AGREEMENT BY \$30,000.00, TO A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$341,000.00, FOR ADDITIONAL SERVICES, AND 2) MODIFY THE SCOPE OF SERVICES TO ADD THE SPECIFIC, ADDITIONAL SERVICES

BACKGROUND:

- By a resolution approved on March 14, 2013 (the “March 14th Resolution”), your Honorable Board authorized the County of Westchester (the “County”) to enter into an agreement (“IT-1303”) with ASC Staffing, LLC (“ASC”), pursuant to which ASC was to provide, on an as-needed basis, “Develop PHP modules, components, templates and plugins for Joomla” information technology professional consulting services. IT-1303 was to be for a term commencing February 25, 2013 and terminating March 31, 2014, for a total amount not to exceed \$311,000.00, payable monthly at various, specified hourly rates. IT-1303 was subsequently executed.
- The Department of Information Technology (the “Department”) now requires additional “Develop PHP modules, components, templates and plugins for Joomla” services, beyond those currently monetarily provided for in IT-1303, for a new project to make certain improvements to the Westchester Putnam One Stop Employment Center’s website, including its Connex Internship website. This new project includes, but is not necessarily limited to, developing additional PHP modules, components, templates and plugins that will:
 - 1.) allow employers to post summer jobs and allow youth job seekers to apply for those jobs;
 - 2.) improve website stability; and
 - 3.) improve website reporting capabilities
- Accordingly, the Department now comes before your Honorable Board requesting authority to amend IT-1303 in order to, 1) increase the amount not-to-exceed authorized under IT-1303 by \$30,000.00, from an amount not-to-exceed \$311,000.00 to a new amount not-to-exceed \$341,000.00, to pay for the additional “Develop PHP modules,

components, templates and plugins for Joomla” services to be provided by ASC, and 2) modify the scope of services of IT-1303 to add these specific, additional services to IT-1303’s non-exclusive list of existing “Develop PHP modules, components, templates and plugins for Joomla” services. For these additional services, ASC will be paid at various hourly rates not-to-exceed those approved by your Honorable Board in the March 14th Resolution.

- Except as specifically amended hereby, all terms and conditions of IT-1303 will remain the same and in full force and effect.
- The proposed amendment will serve a public purpose by providing additional funding in order to make available to the County additional information technology professional consultant services that are needed for current County projects.
- The goal and objective of the proposed amendment is to provide additional funding in order to make available to the County additional information technology professional consultant services that are needed for current County projects.
- The goal and objective of the proposed amendment 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 that was used to procure IT-1303.
- The goal and objective of the proposed amendment will be continually tracked and monitored by staff from the Department.

ACTION REQUESTED:

Authorization to amend IT-1303 with ASC Staffing, LLC, having a place of business located at 400 Main Street, Stamford, Connecticut 06901, in order to, 1) increase the amount not-to-exceed authorized under IT-1303 by \$30,000.00, to a new total not-to-exceed amount of \$341,000.00, for additional services, and 2.) modify the scope of services of IT-1303 to add the additional services; with all other terms and conditions of IT-1303 remaining the same.

A resolution authorizing the above-described amendment to IT-1303 is submitted herewith for your consideration.

JBM/RJL/bdm/nn

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 amend an agreement with ASC Staffing, LLC ("ASC"), pursuant to which ASC was to provide, on an as-needed basis, "Develop PHP modules, components, templates and plugins for Joomla" information technology professional consulting services, for a term commencing February 25, 2013 and terminating March 31, 2014, for a total amount not to exceed \$311,000.00, payable monthly at various, specified hourly rates ("IT-1303"), in order to, 1) increase the amount not-to-exceed authorized under IT-1303 by \$30,000.00, from an amount not-to-exceed \$311,000.00 to a new amount not-to-exceed \$341,000.00, to pay for additional "Develop PHP modules, components, templates and plugins for Joomla" services, and 2) modify the scope of services of IT-1303 to add these specific, additional services to IT-1303's non-exclusive list of existing "Develop PHP modules, components, templates and plugins for Joomla" services; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of IT-1303 shall remain the same and in full force and effect; 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.

Original Agreement: \$ 311,000.00
This Amendment: \$ **30,000.00**
 Total: \$ 341,000.00

Agreement: **IT-1303**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2014	275	22	402M	7293	T-402M	\$15,000
2014	275	22	403M	7293	T-403M	\$15,000

Budget Funding Year(s): 2014 Start Date: February 25, 2013 End Date: March 31, 2014
 (must match resolution)

Funding Source Tax Dollars: _____
 State Aid: _____
\$30,000.00 Federal Aid: \$30,000.00
 (must match resolution) Other: _____