



Office of the District Attorney
County of Westchester

MEMORANDUM

62950

Date: May 1, 2018

To: Board of Acquisition and Contract

From: Anthony A. Scarpino, Jr.
District Attorney

Re: Authority to enter into an agreement with Data Vision Group, LLC, pursuant to which it will provide custom programming, implementation, and support and maintenance services for a new enterprise case management system.

Authority is hereby requested from your Honorable Board for the County of Westchester (the "County"), acting by and through the Office of the District Attorney (the "WCDA"), to enter into an agreement (the "Agreement") with Data Vision Group, LLC ("DVG") pursuant to which DVG will provide custom programming, implementation, and support and maintenance services for a new enterprise case management system (the "New System") that will replace the WCDA's existing 'Criminal History Info and Events File' ("CHIEF") case management system (the "Work").

Under the proposed Agreement, the Work will be comprised of several successive elements: a first phase of the custom programming of the New System, including migration to the New System of the County's data in CHIEF ("Phase 1"); a second phase of the custom programming of the New System ("Phase 2"); training for the staff of the WCDA for the New System ("Training"); and two (2) years of support and maintenance for each of Phase 1 and Phase 2 after the end of the initial one (1) year warranty period from DVG for each of Phase 1 and Phase 2 ("Maintenance"). It is the intention of the County and DVG that the term of the proposed Agreement commence by June 1, 2018; that Phase 1 and Phase 2 be completed by May 31, 2019; that the initial warranty period for both Phase 1 and Phase 2 therefore end by May 31, 2020; and that the second year of the Maintenance for both Phase 1 and Phase 2 therefore end by May 31, 2022. However, in order to allow flexibility to accommodate the uncertainty that is most always associated with a project of the massive scale of the New System, the proposed Agreement will specify its term as commencing upon execution and continuing until the end of the second year of the Maintenance, whatever the exact dates of those events might ultimately end up being.

Under the proposed Agreement, the cost for each of the above-mentioned elements, and the total not-to-exceed amount for the proposed Agreement, will be as follows:

Phase 1:	\$954,000.00
Phase 2:	\$160,000.00
Training:	\$ 43,750.00
Year 1 Maintenance for Phase 1:	\$101,850.00
Year 1 Maintenance for Phase 2:	\$ 24,000.00
Year 2 Maintenance for Phase 1:	\$104,905.50
Year 2 Maintenance for Phase 2:	\$ 24,720.00
Total not-to-exceed amount:	\$1,413,225.50

Under the proposed Agreement, the County will have the sole option to extend the term thereof by up to two (2) additional one (1) year terms, in order to obtain support and maintenance for the New System for an additional period for both Phase 1 and Phase 2, for the following costs:

Option Term #1:

Year 3 Maintenance for Phase 1: \$108,052.67
Year 3 Maintenance for Phase 2: \$ 25,461.60

Option Term #2:

Year 4 Maintenance for Phase 1: \$111,294.25
Year 4 Maintenance for Phase 2: \$ 26,225.45

The proposed Agreement will serve a public purpose by providing the WCDA with the New System, which will enable the WCDA to best and most efficiently handle and administer matters that are within its purview.

The goal and objective of the proposed Agreement is to provide the County with the New System, which will enable the WCDA to best and most efficiently handle and administer matters that are within its purview.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of public safety, as matters within the purview of the WCDA impact public safety, and the best and most efficient handling and administration of such matters will therefore best ensure public safety.

The goals and objectives of the proposed Agreement will be tracked and monitored by the WCDA.

Authority to exempt the proposed Agreement from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted to your Honorable Board in accordance with a separate resolution of even date herewith.

I respectfully recommend the adoption of the attached resolution.

AAS/PD/bdm/nm

RESOLUTION

Upon a communication from the District Attorney, be it hereby

RESOLVED, that the County of Westchester (the “County”), acting by and through the Office of the District Attorney (the “WCDA”), is hereby authorized to enter into an agreement (the “Agreement”) with Data Vision Group, LLC (“DVG”), pursuant to which DVG will provide custom programming, implementation, and support and maintenance services for a new enterprise case management system (the “New System”) that will replace the WCDA’s existing ‘Criminal History Info and Events File’ (“CHIEF”) case management system (the “Work”); and be it further

RESOLVED, that under the Agreement, the Work will be comprised of several successive elements: a first phase of the custom programming of the New System, including migration to the New System of the County’s data in CHIEF (“Phase 1”); a second phase of the custom programming of the New System (“Phase 2”); training for the staff of the WCDA for the New System (“Training”); and two (2) years of support and maintenance for each of Phase 1 and Phase 2 after the end of the initial one (1) year warranty period from DVG for each of Phase 1 and Phase 2 (“Maintenance”); and be it further

RESOLVED, that under the Agreement, its term will commence upon execution and continue until the end of the second year of the Maintenance for both Phase 1 and Phase 2; and be it further

RESOLVED, that under the Agreement, the cost for each of the above-mentioned elements, and the total not-to-exceed amount for the proposed Agreement, will be as follows:

Phase 1:	\$954,000.00
Phase 2:	\$160,000.00
Training:	\$ 43,750.00
Year 1 Maintenance for Phase 1:	\$101,850.00
Year 1 Maintenance for Phase 2:	\$ 24,000.00
Year 2 Maintenance for Phase 1:	\$104,905.50
<u>Year 2 Maintenance for Phase 2:</u>	<u>\$ 24,720.00</u>
Total not-to-exceed amount:	\$1,413,225.50

; and be it further

RESOLVED, that under the Agreement, the County will have the sole option to extend the term thereof by up to two (2) additional one (1) year terms, in order to obtain support and maintenance for the New System for an additional period for both Phase 1 and Phase 2, for the following costs:

Option Term #1:	
Year 3 Maintenance for Phase 1:	\$108,052.67
Year 3 Maintenance for Phase 2:	\$ 25,461.60

Option Term #2:

Year 4 Maintenance for Phase 1: \$111,294.25

Year 4 Maintenance for Phase 2: \$ 26,225.45

; and be it further

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

RESOLVED, that the 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 the 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 the 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 the 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 any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
264	37	8002	2300		\$1,114,000
264	37	8002	4420		\$299,225.50

Budget Funding Year(s): 2018-2022 Start Date: Upon Execution End Date: End of Year 2 of the Maintenance for Phase 1 and Phase 2.

Funding Source
\$1,413,225.50
(must match resolution)

Tax Dollars: 0 _____
State Aid: 0 _____
Federal Aid: 0 _____
Other: \$1,413,225.50

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/10/2018 - LISA MRIJAJ, SECRETARY