

DATE: December 23, 2009

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1151) WITH ATRIA CONSULTING LLC FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR A ONE-YEAR PERIOD COMMENCING ON JANUARY 22, 2010 AND TERMINATING ON JANUARY 21, 2011 FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF \$120,085

---

BACKGROUND:

- The Department of Information Technology (DoIT) continues to require consultants to augment its staff. For these services and others, on February 12, 2009, a Request for Proposals (RFP) for Information Technology Professionals consultant services was issued by DoIT and posted on the County's web site. The RFP requested proposals from qualified individuals and companies to perform IT services in one hundred twenty-nine different service areas and stipulated the intent of the RFP was to seek out and select individuals or companies who will provide the highest quality service at a reasonable per-hour rate. Additionally, the County expects that a number of individuals and/or companies will be selected to provide services based upon proven experience. The RFP contained 129 skill sets, each with a rate for three levels of experience, for a potential total of 387 rates.
- There were fifty-one respondents to the RFP, which were due on March 12, 2009. The responding vendors provided their hourly rates for the skill sets they had. For any particular skill set, starting with the three vendors with the lowest hourly costs, DoIT reviewed three resumes from each vendor to determine their qualifications and productivity to meet the County's needs. The vendor with the lowest hourly rate who provides the best qualified, most productive individual is selected -- thus providing the County with the lowest total cost for the required work.
- Atria Consulting LLC ("Atria") was one of the respondents. Based on their response to the RFP, as well as the interview process, we now come before your Honorable Board requesting approval to enter into an agreement (IT-1151) with Atria for the provision of professional consulting services for a one year period commencing on January 22, 2010, for a total not-to-exceed amount of \$120,085.
- An Atria consultant will work on the Automated Application System (REACH Westchester) for the Department of Social Services (DSS) and will provide the following services:
  - Use J2EE technologies to develop the caseworker user interface and process workflow
  - Use J2EE technologies to develop and automate the process for the determination of which applications are due for recertification

- The services to be provided pursuant to this agreement will serve a public purpose by improving the quality of services for Temporary Assistance (TA) customers as the system allows the applicants to complete and file the application electronically. This saves time and provides better access by providing a quick response to the applicants. The system will provide easier access to many state benefits and services ensuring that low-income families receive the assistance they need.
- The goals and objectives of the requested consulting services in the attached resolution are to bring qualified consultants into DoIT who have experience in the necessary technology and are capable of rapidly administering and updating the necessary hardware and software systems. Specifically this consultant will enhance our development efforts for the Automated Application System by utilizing his J2EE expertise to rapidly develop the caseworker portion of this system. Consultant services will be continually monitored by DoIT and DSS staff to be sure the service provided is effective.
- By using an Atria consultant, we are able to develop and deploy this system more rapidly for use by DSS and their customers. Automated Application System will transform the current paper recertification process for TA customers into an automated process using state-of-the-art information technology and systems. The system is being developed in response to growing customer demand; increasing caseloads; and the need for increased efficiency, quality assurance, and cost-effectiveness using the latest available technologies to improve services, while containing current costs and recognizing future savings.
- The goals and objectives for the requested agreement are in the best interest of the County in terms of fiscal responsibility, because the cost benefits to the Department of Social Services and the County are significant, starting with immediate cost avoidance by increasing caseload capacity and eliminating the Department's immediate need for additional staff resources. Based on projected caseload growth in 2010, associated with continued increases in unemployment and expiration of unemployment insurance benefits, DSS would have needed to add seventeen additional examiners by the end of 2010 (phased in over twelve months) at a cost of more than \$1.4 million in 2010 alone. The current economic forecast calls for a slow recovery, resulting in the need for continued cost avoidance beyond 2010. Once the economy recovers and the system is fully implemented, the Department anticipates additional savings associated with position reductions (through attrition), reduced operating costs, and a decrease in error rates and possible disallowances and sanctions. Other benefits in terms of health and the environment include reduced greenhouse emissions associated with customer travel to and from district offices and reduced paper usage.
- Ramifications of not supporting the aforementioned project with consultant services from Atria would be a delay in delivery of this automated system to DSS and their customers.

**ACTION REQUESTED:**

- Authorization to enter into an agreement (IT-1151) with Atria Consulting LLC, having a place of business located at 132 West 36<sup>th</sup> Street, New York, New York 10018, for the provision of professional consulting services for a one year period commencing on January 22, 2010 and terminating on January 21, 2011 for a total not to exceed contract amount of \$120,085, payable monthly at the rate of \$73 per hour, subject to county appropriations.

Accordingly, the attached resolution is submitted for your consideration.

---

Marguerite Beirne, Chief Information Officer

Department of Information Technology

APPROVED BOARD OF ACQUISITION & CONTRACT - 1-21-2010 - JOMARY VIEIRA, SECRETARY

## RESOLUTION

UPON A COMMUNICATION FROM MARGUERITE BEIRNE, CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1151) with Atria Consulting LLC, having a place of business located at 132 West 36<sup>th</sup> Street, New York, New York 10018, for the provision of professional consulting services for a one year period commencing on January 22, 2010 and terminating on January 21, 2011, for a total not to exceed contract amount of \$120,085, payable monthly at the rate of \$73 per hour; and be it further

RESOLVED, this Agreement is subject to County appropriations; 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.

\_\_\_\_\_  
 Marguerite Beirne, Chief Information Officer  
 Department of Information Technology

Account to be Charged/Credited:

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
316	16	BIT4A-03S	6210		\$120,085

Budget Funding Year(s): 2009                      Start Date: January 22, 2010                      End Date: January 21, 2011

Funding Source                      Tax Dollars: \$120,085\_\_\_\_\_

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

\$120,085                      Federal Aid \_\_\_\_\_

(must match resolution)

Other: Capital Project\_\_\_\_\_

## **RFP for IT Professionals Consultant Services 2009 - Respondent List**

- 1 EZ-Steps USA Inc.
- 2 Westchester County Historical Society
- 3 Columbia I.S. Consulting Group
- 4 ASC Technologies of NY
- 5 Data Industries
- 6 SAM Consulting Services
- 7 Computer SI Corporation
- 8 Wyvil Systems Inc.
- 9 888 Consulting Group dba TAC Worldwide
- 10 Technology Resource Services, Inc. (TRS)
- 11 Berry, Dunn, McNeil & Parker (BDMP)
- 12 James W. Sewall Company (Sewall)
- 13 Volt Technical Resources
- 14 PAR Government Systems Corporation
- 15 Career Techniques, Inc.
- 16 Bowne AE&T Group
- 17 Nutech Information Systems
- 18 Penobscot Bay Media
- 19 Genesis 10
- 20 Strategic Staffing Solutions
- 21 GCOM Software, Inc.
- 22 Starpoint Solutions
- 23 22nd Century Technologies Inc.
- 24 Fulcrum Logic, Inc.
- 25 Infotech Global Inc.
- 26 KMR Information Systems Inc.
- 27 Neotecra, Inc.
- 28 NOAH-PRO Incorporated
- 29 Vision Information Technology
- 30 Radgov, Inc.
- 31 Sanborn
- 32 Enterprise Strategies, LLC
- 33 C.T. Male Associates, P.C.
- 34 Exclusive Network Enterprises
- 35 US Tech Solutions Inc
- 36 Soft, Inc.
- 37 Cedar Synergies LLC
- 38 Worldwide Information Super Highway Inc. (WISH)
- 39 Oakridge Staffing LLC
- 40 Atrja Consulting
- 41 Software Guidance & Assistance, Inc. (sga inc)
- 42 Merritt Staffing
- 43 Software House International (shi)
- 44 Aequor Technologies Inc.
- 45 Wilton Consulting Group
- 46 Sysmind
- 47 DeBruin Geomatics
- 48 Howard-Sloan (Celerity Technology Services)
- 49 Baker Robbins & Company
- 50 Innovative Microsystems Consulting, Inc.
- 51 Indra USA, Inc.