

DATE: January 15, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer
Robert F. Meehan, County Attorney

RE: AMENDMENT TO A RESOLUTION AUTHORIZING AN AGREEMENT WITH JANUS ASSOCIATES, INC. FOR CONSULTING SERVICES IN CONNECTION WITH THE DEVELOPMENT AND IMPLEMENTATION OF AN ELECTRONIC RECORDS MANAGEMENT SYSTEM

On December 7, 2009, your Honorable Board adopted a resolution (the "December 7th Resolution") which authorized the County of Westchester to enter into an agreement with Janus Associates, Inc. ("Janus") for consulting services in connection with the development and implementation of an electronic records management system. The proposed agreement has not yet been executed.

Pursuant to the proposed agreement, Janus will assist the County in the assessment, planning, development and implementation of policies, procedures, schedules, practices and strategies related to electronic records management, records retention and disposition, and electronic discovery. One of the key members of the team that Janus proposed for the project has recently left Janus and joined the law firm of Iseman, Cunningham, Riester & Hyde, LLP ("Iseman Cunningham"). Janus will still utilize this individual as part of the team working on the County's project, but as a subcontractor, rather than as an employee of Janus. All other terms and conditions of the proposed agreement as authorized by the December 7th Resolution shall remain the same.

The goals and objectives of this agreement are to provide state-of-the-art records retention and disposition for the County's electronic records and enhance the County's ability to comply with all federal, state and local laws and regulations regarding the County's records. The agreement impacts the County's critical priority area of fiscal responsibility by assisting in the development of an electronic records retention system that will reduce litigation discovery risks and costs and improve employee productivity. A core team of County Law and DoIT staff will be working closely with Janus during the entire process and will receive frequent updates and be responsible for ensuring that the project stays on track. The County will also monitor Janus's progress through monthly invoices and a series of deliverables, but the success of this project will ultimately be determined by the follow-on procurement for the new records management system.

Accordingly, approval of Iseman Cunningham as a subcontractor to Janus is requested of your Honorable Board. Attached for your approval is an appropriate resolution.

MCB/RFM/rpc

RESOLUTION

UPON A COMMUNICATION FROM THE COUNTY ATTORNEY AND THE CHIEF INFORMATION OFFICER, BE IT HEREBY

RESOLVED: that the resolution approved by your Honorable Board on December 7, 2009 (the "December 7th Resolution"), which authorized the County of Westchester to enter into an agreement with Janus Associates, Inc. ("Janus") for consulting services in connection with the development and implementation of an electronic records management system be amended to include the authorization of the use of the following subcontractor

Iseman, Cunningham, Riester & Hyde, LLP
9 Thurlow Terrace
Albany, NY 12203;

and be it further

RESOLVED, that all other terms and conditions of the December 7th Resolution, including the total amount not to exceed of \$179,940 payable to Janus (inclusive of travel expenses) shall remain the same; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited:

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
					NA

Budget Funding Year(s): _____ Start Date: _____ End Date: _____

Funding Source Tax Dollars _____

State Aid _____

\$NA Federal Aid: _____

(must match resolution)

Other _____