

DATE: March 25, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer
Timothy C. Idoni, County Clerk

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1162) WITH INDRA USA, INC. FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR A ONE YEAR PERIOD COMMENCING ON APRIL 1, 2010 AND TERMINATING ON MARCH 31, 2011 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$122,850

BACKGROUND:

- The Department of Information Technology (DoIT) continues to require consultants to augment its staff. For these services and others, on February 22, 2010, 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 sixteen 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 116 skill sets, each with a rate for three levels of experience, for a potential total of 348 rates.
- There were fifty-nine respondents to the RFP, which were due on March 18, 2010. The responding vendors provided their hourly rates for the skill sets they had. For any particular skill set, starting with the three vendors with lowest hourly costs, DoIT reviewed three resumes from each vendor and interviewed potential candidates 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.
- Indra USA, Inc. ("Indra") was one of the respondents. Based on their response to the RFP, as well as their familiarity and knowledge of County projects, programs and operations, we now come before your Honorable Board requesting approval to enter into an agreement with Indra for the provision of professional consulting services for a one-year period commencing on April 1, 2010, for a total amount not to exceed \$122,850.
- An Indra consultant will provide programming and maintenance services to assist DoIT staff in the development of the application for the "Legal Records Viewer" and the "Legal Records Administration" projects in the Office of the County Clerk. This is part of a Capital Project funded to better integrate disparate legal systems. All funding will be from the County Clerk's account for these projects.

- The services requested in the attached resolution will have a public purpose because an Indra consultant will work on projects which will benefit the public good by insuring that the County Clerk will be able to accurately and efficiently carry out his role as Clerk of the County and Supreme Courts. The integration and improvement of the Legal Division software systems will reduce duplicate work for cashiering, data entry and finance staff. It will also create the potential to more efficiently shift workload among staffers as data will be shared among systems. Additionally it will provide enhanced functionality so that customers in the Legal Division are served more quickly and accurately.
- The goals and objectives of the services for which we are contracting are to provide a more efficient method of integrating Legal Division systems. In terms of the environment, in the long term this project will help reduce the amount of paper filed. Consultant services from Indra will be continually monitored by DoIT staff in conjunction with the Office of the County Clerk, to be sure the service provided is effective.
- This project is fiscally responsible as replacing outdated IT systems in a planned and organized fashion is less expensive than confronting a system breakdown, especially when that system is integral to performing a key function. Further, the Legal Division software system upgrade will facilitate the electronic filing of tort documents which will eliminate the cost of scanning for this class of documents. This project will allow us to enhance safety and security by providing the tools to tailor access to documents to appropriate personnel, while ensuring public access to only appropriate documents. This project will have a positive impact on the environment as it will serve as the foundation for expanding the number of paperless submissions received by the Office of the Westchester County Clerk, while also facilitating review of document images rather than paper when completing core operations.
- The programs this consultant will work on feed document images and information to an application in the County Clerk's office which is used by the general public to view documents such as corporations, liens, and legal papers online. The negative impact to the taxpayers if these programs are not implemented would be that the public would have to come into the County Clerk's office to view or get copies of those documents.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1162) with Indra USA, Inc., having a place of business located at 50 South Broadway, Hawthorne, New York 10532, for the provision of professional consulting services, for a one year period commencing on April 1, 2010 and terminating on March 31, 2011, for a total not to exceed amount of \$122,850, payable monthly at the rate of \$75 per hour, subject to County appropriations.

RESOLUTION

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

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1162) with Indra USA, Inc., having a place of business located at 50 South Broadway, Hawthorne, New York 10532, for the provision of professional consulting services, for a one year period commencing on April 1, 2010 and terminating on March 31, 2011, for a total not to exceed amount of \$122,850, payable monthly at the rate of \$75 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.

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2010	321	21	BCC-04-01S	6120		\$92,138
2011	321	21	BCC-04-01S	6120		\$30,712

Budget Funding Year(s): 2010 & 2011
(must match resolution)

Start Date: April 1, 2010 End Date: March 31, 2011

Funding Source Tax Dollars: \$122,850

State Aid _____

\$122,850 Federal Aid _____

(must match resolution)

Other: Capital Project = \$122,850

RFP for IT Professional Consultant Services 2010
Respondent List

Company

- 1 22nd Century Tech. Inc.
- 2 Advantage Technical Resourcing
- 3 Aequor Technologies
- 4 Applied Geographics, Inc.
- 5 ASC Technologies
- 6 Atria
- 7 Baker Robbins & Company
- 8 Bergman Associates
- 9 Berry, Dunn, McNeil & Parker (BDMP)
- 10 Bowne AE & T Group
- 11 Business Logic Inc.
- 12 Career Techniques Inc.
- 13 Celerity Technology Services
- 14 Columbia IS Consulting Group Inc.
- 15 Computer SI
- 16 Conversion Services International
- 17 Data Industries, LTD.
- 18 Dura Solutions, Inc.
- 19 Enterprise Strategies
- 20 Eric Robert Associates
- 21 ESRI
- 22 ExpInfo Inc.
- 23 Ez-Steps USA Inc.
- 24 Fountains Spatial
- 25 Fulcrum Logic Inc.
- 26 Genesis 10
- 27 Grafton Technologies
- 28 Indra USA, Inc.
- 29 Innovative Microsystems Consulting Inc.
- 30 Integrated Enterprise Solutions, Inc.
- 31 James W. Sewall Company
- 32 Kutir Corporation
- 33 Longi Engineering PC
- 34 Marlabs, Inc.
- 35 Neotech Solutions Inc.
- 36 Neotecra
- 37 Nutech
- 38 Parsons Brinckerhoff (PB)
- 39 Pixel Systems Inc.
- 40 Rad Gov
- 41 SAM Consulting Services, Inc.
- 42 Sanborn
- 43 SGA Inc.
- 44 SOFT Inc.

- 45 Spatial Front, Inc.
- 46 Sunrise Systems
- 47 Sysmind, LLC
- 48 Sysnet Consulting, Inc.
- 49 Technisource
- 50 Technology Resource Services, Inc. (TRS)
- 51 The Cambridge Group LTD
- 52 TMH Information System Consultation Service, Inc.
- 53 US Tech Solutions Inc
- 54 VLS Systems Inc.
- 55 VOLT Technical Resources
- 56 Westchester County Historical Society
- 57 Worldwide Information Super Highway Inc. (WISH)
- 58 Wyvil Systems, Inc.
- 59 YS Partners

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-8-2010 - JOMARY VIEIRA, SECRETARY