

DATE: April 16, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1164) WITH SOFTWARE GUIDANCE AND ASSISTANCE, INC. FOR 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 \$393,120

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 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.
- Software Guidance and Assistance, Inc. ("SGA") 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 (IT-1164) with SGA for the provision of professional consulting services for a one year period commencing on April 1, 2010 for a total amount not to exceed \$393,120.
- An SGA consultant will provide programming development and support for the County Clerk's Land and Legal applications. Also, this individual will provide specific support for the electronic UCC (Uniform Commercial Code) form filing application which is used by external filers to pay for and submit UCC documents to the County Clerk's office.
- An SGA consultant is also needed to assist in implementing the County's Enterprise Architecture infrastructure which is the overall strategic approach to information technology we are using and includes the choice of technologies, standards to use and best practices for using them.

- Lastly, we need additional consultant services to work on Human Resources and Financial applications for the County. Among the projects an SGA consultant will work on will include the support of the on-line Civil Service Examinations application used for entering and tracking exam data, as well as support and upgrade (to the newest level of the Vendor software) of the Budget Preparation System, which is the county-wide system allowing departments to enter their budgets each year and is used by the Budget Department for forecasting. The consultant will also work on the upgrade to the county-wide Human Resources, Financial and Budget systems. In addition to moving us to supported software levels, this upgrade will allow the applications to run on less expensive hardware and allow us to provide a disaster recovery solution.
- The public purpose of the proposed agreement will be to assist County staff in providing secure and robust high speed technology services that benefit the public good. In addition, we will reduce consumption of paper, improve the efficiency of municipal governments and reduce the associated work to accurately pay employees for work.
- The goals and objectives of the requested consulting services in the attached resolution are to bring qualified consultants into DoIT that have experience in the necessary technology that are capable of rapidly administering and updating the necessary hardware and software systems. This gives us the flexibility to utilize various consultants with superior levels of skill in highly specific areas, each of whom may be needed for only a limited period of time. Consultant services are continually monitored by DoIT staff in conjunction with the associated department to be sure the service provided is effective.
- The SGA consultant working on County Clerk projects impacts the County's fiscal responsibility since he will be working on projects that will be used by the public to submit and access documents online. Payments for this access will also be made online thereby producing revenue. The impact for safety and security is that this consultant is working on projects that will create electronic forms to replace paper forms. These electronic forms will be less likely to be misfiled or lost, and will be securely backed up. The impact on the environment is that the applications that this consultant is working on reduce the use of paper by using electronic forms instead of paper forms, and also by allowing people to view documents online instead of having to print out paper copies or make a trip to the County Clerk's office.
- This consultant also supports and is working on enhancements to the applications in use by the public to electronically file UCC and Land Records documents in the County Clerk's office. The negative impact to the taxpayers if this application is not available would be an inconvenience to the public in that they would have to come into the County Clerk's office to file those documents or mail them in, increasing the time it takes to get them filed.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1164) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, 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 \$393,120, payable monthly at the rate of \$80 per hour, subject to county appropriations.

Accordingly, the attached resolution is submitted for your consideration.

RESOLUTION

UPON A COMMUNICATION FROM THE 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-1164) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, 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 \$393,120, payable monthly at the rate of \$80 per hour; and be it further

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

RESOLVED, this 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 this 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 this 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 this 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 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
2009	101	16	6000	4420		\$294,840
2010	101	16	6000	4420		\$ 98,280

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

Start Date: April 1, 2010

End Date: March 31, 2011

Funding Source

\$393,120
(must match resolution)

Tax Dollars: \$393,120
State Aid _____
Federal Aid _____
Other: _____

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 ExplInfo 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 - 4-29-2010 - JOMARY VIEIRA, SECRETARY