

15011

DATE: November 1, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer  
Department of Information Technology

Grant E. Mitchell, MD, Acting Commissioner  
Department of Social Services

RE: AUTHORIZATION TO AMEND CONTRACT IT-1161 WITH HOWARD-SLOAN SEARCH, INC., D/B/A CELERITY TECHNOLOGY SERVICES, A DIVISION OF HOWARD-SLOAN PROFESSIONAL SEARCH ("HOWARD-SLOAN") BY INCREASING THE AMOUNT FOR PROFESSIONAL CONSULTING SERVICES BY \$63,000 TO A NEW TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$444,836

BACKGROUND:

- On April 22, 2010, your Honorable Board approved a resolution which authorized entering into an agreement (IT-1161) with Howard-Sloan Search, Inc., d/b/a Celerity Technology Services, a division of Howard-Sloan Professional Search ("Howard-Sloan"), for the provision of professional consulting services for a term commencing on April 1, 2010 and terminating on March 31, 2011 for a total not to exceed contract amount of \$381,836. Contract IT-1161 authorized in this resolution was subsequently executed and approved.
- We now come before your Honorable Board requesting approval to amend contract IT-1161 with Howard-Sloan to cover the costs of consulting services for development of the REACH project for the Department of Social Services. The REACH project will provide an automated process for the completion of the recertification application for Temporary Assistance (TA) clients. This process will enable clients to complete their recertification interview independently, through the use of either a kiosk, web-based application or an automated phone system.
- The public purpose of the requested contract amendment is to have a Howard Sloan consultant work on a project that automates a primarily manual process, making the interview and recertification procedures more efficient and less time-consuming, thereby providing better service to clients and resulting in a potential cost savings of \$2 million a year to the County.
- The goals and objectives of the consulting services requested in the attached resolution are to bring qualified consultants into DoIT who, in addition to technical support, have experience in the necessary technology and are capable of rapidly administering and updating 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 services provided are effective. The Howard-Sloan consultant will utilize J2EE technologies to develop the caseworker user interface, the customer application interface and the process workflows.

ACTION REQUESTED:

- Authorization to amend contract IT-1161 with Howard-Sloan Search, Inc., d/b/a Celerity Technology Services, a division of Howard-Sloan Professional Search, having a place of business located at 261 Madison Avenue, New York, New York 10016, for the provision of professional consulting services, by increasing the amount by \$63,000, payable monthly at the rate of \$79.20 per hour, for development of the REACH project for the Department of Social Services, for a new total not to exceed contract amount of \$444,836, with all other terms and conditions of the original agreement to remain the same.

Accordingly, the attached resolution is submitted for your consideration.

MCB/GEM:tad

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12-16-2010 - JOMARY VIEIRA, SECRETARY

# RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY AND THE ACTING COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY

**RESOLVED**, that the County of Westchester is hereby authorized to amend contract IT-1161 with Howard-Sloan Search, Inc., d/b/a Celerity Technology Services, a division of Howard-Sloan Professional Search, having a place of business located at 261 Madison Avenue, New York, New York 10016, for the provision of professional consulting services, by increasing the amount by \$63,000, payable monthly at the rate of \$79.20 per hour, for development of the REACH project for the Department of Social Services, for a new total not to exceed contract amount of \$444,836; and be it further

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

**RESOLVED**, that all other terms and conditions of the original agreement shall remain the same; 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.

Original Agreement: \$381,836  
**This Amendment:** \$ 63,000  
Total: \$444,836

Account to be Charged/Credited  
Contract No. **IT-1161**

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
316	16	BIT4A03S	6120		\$63,000

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

Start Date: April 1, 2010

End Date: March 31, 2011

Funding Source Tax Dollars: \$63,000.00  
State Aid: \_\_\_\_\_  
\$63,000 Federal Aid: \_\_\_\_\_  
(must match resolution) Other: \_\_\_\_\_