

16096

DATE: December 13, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO AMEND AGREEMENT (IT-1151) WITH ATRIA CONSULTING LLC FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES BY INCREASING THE AMOUNT BY \$60,823 TO A NEW TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$180,908 AND TO EXTEND THE TERMINATION DATE OF THE AGREEMENT TO A NEW TERMINATION DATE OF MARCH 31, 2011

BACKGROUND:

- On January 21, 2010, your Honorable Board approved a resolution which authorized entering into an agreement (IT-1151) with Atria Consulting LLC ("Atria") for work on the Automated Application System (REACH Westchester) for the Department of Social Services (DSS), commencing on January 22, 2010 and terminating on January 21, 2011, for a total not to exceed contract amount of \$120,085. Contract IT-1151 authorized in this resolution was subsequently executed and approved.
- We now come before your Honorable Board requesting approval to amend Contract IT-1151 with Atria to cover the costs of continuing consulting services for programming of the Automated Application System (REACH Westchester) for the Department of Social Services (DSS) as well as the Special Needs Registry Application and the Incident Management Application for the Department of Emergency Services.
- The services to be provided pursuant to this agreement will serve a public purpose because REACH Phase 1 has recently been completed and DoIT and consultant staff are now maintaining the application, as well as adding new features and enhancements to the worker and customer modules. Additionally, staff will begin new development by the end of the year for additional REACH modules to be released in 2011. They will also contribute to the County's Safety & Security Performance-Based Measure by providing critical data to law enforcement, emergency management personnel and other agencies responsible for public safety in a timely manner through the Special Needs Registry Application and the Incident Management Application for the Department of Emergency Services.
- 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. 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.

- By using Atria consultants, we are able to develop and deploy these systems more rapidly for use by DSS and DES. The 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 Special Needs Application and the Incident Management Application allow the Department of Emergency Services to better manage critical information required in an emergency. The Special Needs Application is publically accessible and allows residents with mobility issues to register with the County on-line or by calling 211. The Incident Management Application assists with organizing, managing and distributing critical information to those who require it, including the public, in an emergency event.
- This resolution impacts the County's fiscal responsibility because the failure to support and maintain the Special Needs Registry Application and the Incident Management Application for the Department of Emergency Services would negatively affect the functionality of those systems as well as the fact that without these consultants there would be a delay in delivering the new modules to the Department of Social Services.

ACTION REQUESTED:

- Authorization to enter into an amendment to an agreement (IT-1151) with Atria Consulting LLC, having a place of business located at 132 West 36th Street, New York, New York 10018, for the provision of professional consulting services, by increasing the amount by \$60,823, payable monthly at the rate of \$85 per hour for programming services of the Special Needs Registry Application and the Incident Management Application for the Department of Emergency Services and \$73 per hour for continuing application development for the REACH Westchester project for the Department of Social Services, subject to County appropriations, to a new total not to exceed contract amount of \$180,908, with all other terms and conditions of the original agreement to remain the same.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
MAYOR VIEIRA, SECRETARY

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 amend Contract IT-1151 with Atria Consulting LLC, having a place of business located at 132 West 36th Street, New York, New York 10018, by increasing the amount by \$60,823, payable monthly at the rates of \$85 per hour for programming services of the Special Needs Registry Application and the Incident Management Application for the Department of Emergency Services and \$73 per hour for continuing application development for the REACH Westchester project for the Department of Social Services, for a new total not to exceed contract amount of \$180,908; and be it further;

RESOLVED, that the term of the contract is extended to March 31, 2011; and be it further

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

RESOLVED, that 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 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: \$120,085
This Amendment: \$ 60,823
 Total: \$180,908

Contract No. **IT-1151**

Account to be Charged/Credited:

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
316	16	BIT4A03S	6210		\$24,528
101	16	6000	4420		\$36,295

Budget Funding Year(s): 2011 Start Date: January 22, 2011 End Date: March 31, 2011
 (must match resolution)

Funding Source Tax Dollars \$36,295
 State Aid _____
\$60,823 Federal Aid _____
 (must match resolution) Other: \$24,528 Capital