

16446

DATE: December 28, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne  
Chief Information Officer  
Department of Information Technology

Robert F. Meehan  
County Attorney  
Department of Law

RE: AUTHORIZATION TO AMEND CONTRACT IT-1146 WITH JANUS ASSOCIATES, INC. BY  
EXTENDING THE TERM OF THE AGREEMENT SIX MONTHS TO A NEW TERMINATION  
DATE OF AUGUST 7, 2011

---

BACKGROUND:

- On December 7, 2009, your Honorable Board approved a resolution which authorized entering into an agreement (IT-1146) with Janus Associates, Inc. ("Janus"), for the provision of professional services to perform a needs assessment and to develop a plan for an enterprise electronic records management program that includes an e-mail storage and retrieval system, management of data files and an automated legal discovery process for a one year period commencing on February 8, 2010 and terminating on February 7, 2011 for a total not to exceed contract amount of \$179,940. Contract IT-1146 authorized in this resolution was subsequently executed and approved.
- In a project of this nature and scope it is not unexpected for changes in direction or approach to take place as the project moves forward. In addition to legally mandated changes there are County Budget restraints that required revisions to the original assessment and plan for the enterprise electronic records management program.
- Several items remain for the County to accomplish before the assessment and plan are finalized:
  - Phase I: County approval of the draft report
  - Phase II: County approval of the draft Policy and recommendations
  - Phase III: eDiscovery and Litigation Preparedness Plan
  - Phase IV: DRAFT RFP for an automated tool (including development of a list of tool requirements and finalization of those requirements)
  - Phase V: User Awareness training (including development of training materials)
- The completion of these items will require additional time to complete and the current agreement is scheduled to terminate February 7, 2011.

- Therefore we now come before your Honorable Board requesting approval to amend agreement IT-1146 with Janus for the purpose of extending the term of the agreement six (6) months to a new termination date of August 7, 2011 with all other terms and conditions to remain the same. No additional funding is requested.
- The goals and objectives of this project are to provide state-of-the-art records retention and disposition for the County's electronic records and to enhance the County's ability to comply with all federal, state and local laws and regulations regarding the County's records. The project 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. 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 the project stays on track. The County will also monitor Janus' progress through monthly invoices and a series of deliverables.

**ACTION REQUESTED:**

Authorization to amend contract (IT-1146) with Janus Associates, Inc., having an office and place of business at 1055 Washington Boulevard, 8<sup>th</sup> Floor, Stamford, Connecticut 06901, for a needs assessment and development of a plan for an enterprise electronic records management program that includes an e-mail storage and retrieval system, management of data files and an automated legal discovery process, to extend the term of the agreement by six (6) months to a new termination date of August 7, 2011, with all other terms and conditions of the original agreement to remain the same.

A resolution is submitted herewith for your consideration.

MCB/RFM:tad  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT MANAGEMENT  
DARY VIEIRA, SECRETARY

# RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY, AND THE COUNTY ATTORNEY, DEPARTMENT OF LAW, BE IT HEREBY

**RESOLVED**, that the County of Westchester is hereby authorized to amend agreement IT-1146 with Janus Associates, Inc., having an office and place of business at 1055 Washington Boulevard, 8<sup>th</sup> Floor, Stamford, Connecticut 06901, for a needs assessment and development of a plan for an enterprise electronic records management program that includes an e-mail storage and retrieval system, management of data files and an automated legal discovery process, to extend the term of the agreement by six (6) months to a new termination date of August 7, 2011, with all other terms and conditions of the original agreement to remain the same; 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 authorized designee is hereby authorized and empowered to execute any and all documents necessary and appropriate to effectuate the purpose thereof.

Original Agreement: \$179,940  
**This Amendment: \$ 0**  
 Total: \$179,940

Contract No. **IT-1146**  
 Account to be Charged/Credited:

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
311	16	BIT2200S	6120		N/A

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

Start Date: February 8, 2010

End Date: August 7, 2011

Funding Source Tax Dollars: N/A  
 State Aid: \_\_\_\_\_  
 Federal Aid: \_\_\_\_\_  
 Other: \_\_\_\_\_

\$ N/A  
 (must match resolution)