

18474

DATE: April 11, 2011

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-1189) WITH NUTECH INFORMATION SYSTEMS FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR A ONE YEAR PERIOD COMMENCING ON APRIL 1, 2011 AND TERMINATING ON MARCH 31, 2012 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$279,286

BACKGROUND:

- The Department of Information Technology (DoIT) continues to require consultants to augment its staff. For these services and others, on February 22, 2011, a Request for Proposals (RFP) for Information Technology Professional 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 eleven 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 111 skill sets, each with a rate for three levels of experience.
- There were fifty-five respondents to the RFP, which were due on March 17, 2011. 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.
- Nutech Information Systems ("Nutech") 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-1189) with Nutech, for the provision of professional consulting services for a one year period commencing on April 1, 2011, for a total amount not to exceed \$279,286.
- 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.
- Nutech consultants will work on projects related to the Human Resources/Payroll Financial Systems, (HR & Finance), the Legal Division Capital Project for the Office of the Westchester County Clerk and the County's Enterprise Architecture infrastructure.

- The Human Resources and Financial Systems support services which include reporting, upgrades, enhancements and interfaces that increase productivity of staff countywide because tasks are automated, which in turn maximize efficiency, ultimately benefiting the public good.
- Upgrades and enhancements to Financial & Human Resources systems demonstrate fiscal responsibility because it saves taxpayers money. These computer systems become more efficient and easier to use by the public which in turn affects the security of information and saves resources which protect the environment. The use of the consultant on the Human Resources, Financial and Budget systems upgrade will allow us to reduce the amount of the more expensive consulting needed from the software vendor (CGI).
- Consulting services provided by Nutech are needed to provide programming services that are required to meet the following strategic objectives from the Clerk's Office Study and Technology Plan:
 - Improve internal workflow procedures to eliminate duplicative resource allocation and data collection tasks throughout the organization
 - Automate processing procedures to decrease labor intensity and error
 - Increase the dissemination of information in hardcopy and digital form
 - Strengthen and streamline finance applications to incorporate industry best practices
- The public purpose for these services is improved access to public documents filed with the Clerk, benefiting the public good by saving time, money and effort on behalf of the residents accessing information provided by and filed in the Office of the Westchester County Clerk.
- A Nutech consultant will assist with development work for the County Clerk's capital project to improve the processing of documents in their Legal Division. The public purpose for these services is improved access to public documents filed with the Clerk, benefiting the public good by saving time, money and effort on behalf of the residents accessing information provided by and filed in the Office of the Westchester County Clerk. This project shows financial responsibility in that it improves financial reporting capabilities and improves the overall cashing and financial processing of fees in the Clerk's office making it more efficient for the staff and easier for the general public to file documents. Also, improvement to the Public Viewer application should increase use by the public and businesses, thereby increasing revenue.
- This resolution impacts the County's fiscal responsibility since the consultant will be working on the County Clerk's web submission project which will improve efficiencies, and will reduce the staff required to perform the function of data entry. The impact for safety and security is that the electronic filing component of the application keeps electronic documents secure and backed up, where they cannot be misfiled or lost. The impact on the environment is that the modules within this software are the first steps for eliminating the need for paper by using electronic filing instead of paper forms, and reducing the amount of people that have to travel to the County Clerk's office to file documents.
- A Nutech Consultant will also provide assistance in the implementation of the County's Enterprise Architecture infrastructure which is the County's overall strategic approach to information technology and includes the choice of technologies, standards for use and best practices in using them. Additionally, the Consultant will provide senior level programming skills to assist County developers in implementing code and also guide staff as to how to implement code and applications into the County's shared and robust environment. This helps ensure that hardware is being utilized to the best of its ability without having to purchase additional hardware and ensures that applications will not interfere with each other. The day-to-day maintenance and operation of third party tools will also be a shared duty performed by the candidate.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1189) with Nutech Information Systems, having a place of business located at 1010 Summer Street, Suite 203, Stamford, Connecticut 06905, for the provision of professional consulting services for a one year period commencing on April 1, 2011 and terminating on March 31, 2012 for a total not to exceed contract amount of \$279,286, payable monthly at the rates of \$79 per hour for County Clerk projects, \$78 for Financial/Human Resources projects, and \$79 per hour for Enterprise Architecture projects, subject to County appropriations.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-28-2011 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement (IT-1189) with Nutech Information Systems, having a place of business located at 1010 Summer Street, Suite 203, Stamford, Connecticut 06905, for the provision of professional consulting services for a one year period commencing on April 1, 2011 and terminating on March 31, 2012 for a total not to exceed contract amount of \$279,286, payable monthly at the rates of \$79 per hour for County Clerk projects and \$78 for Financial/Human Resources and \$79 per hour for Enterprise Architecture projects; 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
2011	101	16	6000	4420		\$192,325
2011	321	21	BCC-04-01S	6120		\$ 22,120
2012	101	16	6000	4420		\$ 64,841
2012	321	21	BCC-04-01S	6120		0

Budget Funding Year(s): 2011 & 2012
(must match resolution)

Start Date: April 1, 2011 End Date: March 31, 2012

Funding Source

Tax Dollars: \$257,166

State Aid _____

\$279,286

Federal Aid _____

(must match resolution)

Other: Capital Project \$22,120

RFP for IT Professional Consultant Services 2011
Respondent List

Company

- 1 22nd Century Technologies, Inc.
- 2 ADPC, Inc.
- 3 Advanced Software Systems, Inc.
- 4 Alpha 2 Omega MTP
- 5 ASC Staffing, LLC
- 6 ATRIA Consulting
- 7 Bergman Associates
- 8 Berry, Dunn, McNeil & Parker (BDMP)
- 9 Bowne AE & T Group
- 10 Camelot Communications Group, Inc.
- 11 Career Techniques Inc.
- 12 Celerity Howard-Sloan
- 13 Civilogix, Inc.
- 14 ClarusTec
- 15 Columbia IS Consulting Group Inc.
- 16 Conversion Services International
- 17 CMA Consulting Services
- 18 Cyret Technologies
- 19 Data Industries, LTD.
- 20 Eastern Standard Consultants, Inc.
- 21 Elert & Associates
- 22 Enterprise Strategies
- 23 Eric Robert Associates
- 24 ESRI
- 25 ExplInfo Inc.
- 26 Ez-Steps USA Inc.
- 27 Fountains Spatial
- 28 Fulcrum Logic Inc.
- 29 Gateway Solutions, Inc.
- 30 Genesis 10
- 31 Genesys Consulting Services, Inc.
- 32 Greenman-Pedersen, Inc.
- 33 Howard Systems International
- 34 Infojini, Inc.
- 35 Interbase Corporation
- 36 LanceSoft, Inc.
- 37 Michael Baker Engineering, Inc.
- 38 Neotech Solutions Inc.
- 39 Neotecra

- 40 **Nutech**
- 41 **Parsons Brinckerhoff (PB)**
- 42 **PSI International, Inc.**
- 43 **SAM Consulting Services, Inc.**
- 44 **SOFT Inc.**
- 45 **Software Guidance & Assistance (SGA)**
- 46 **Sunrise Systems**
- 47 **Tail Wind Associates**
- 48 **TDC Group, Inc.**
- 49 **Technisource**
- 50 **Technology Resource Services, Inc. (TRS)**
- 51 **TMH Information System Consultation Service, Inc.**
- 52 **Vertex Geospatial. Inc.**
- 53 **VIVA USA Inc.**
- 54 **Westchester County Historical Society**
- 55 **YSP Partners**

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-28-2011 - JOMARY VIEIRA, SECRETARY