



Memorandum
Department of Information Technology

18578

DATE: April 18, 2011

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1190) WITH HOWARD-SLOAN SEARCH, INC., D/B/A CELERITY TECHNOLOGY SERVICES, A DIVISION OF HOWARD-SLOAN PROFESSIONAL SEARCH ("HOWARD-SLOAN") FOR 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 \$473,102

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 the 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.
- Howard-Sloan 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-1190) with Howard-Sloan, for the provision of professional consulting services for a one year period commencing on April 1, 2011 for a total amount not to exceed \$473,102.
- Howard-Sloan consultants work on various projects, among them Linux and Unix system administration, Cisco upgrades (DoIT); Training Tracking System for Probation, REACH System for DSS; Homeless Management Information System (HMIS) for DSS and DCMH; enhancement of departmental websites (all departments) and expansion of the system that allows large waste generators in the County to update their solid waste management plans as they change (DEF). This support is critical to maximize the efficiency and operation of these systems.

- Training Tracking System will track required training and certifications for Probation Officers. The New York State Division of Criminal Justice Services mandates a minimum amount of training per Probation Officer with special requirements for officers that possess weapons and their supervisors. The new application will include a distributed workflow for entering the data thus freeing up administration staff from what is now a central labor intensive data entry task. Staff will be proactively warned when minimum credit hours are lacking and staff will have access to their training.
- The Training Tracking System assists Probation in efficiently tracking and managing the reporting of required training, a task that is now very labor intensive. The system will result in increased efficiency and productivity for staff freeing them up to do more important tasks.
- A Howard-Sloan consultant will use J2EE Technologies to develop the case worker user interface and process workflow, as well as enhance the customer interface to the electronic application. As part of the work, the following specific tasks will be performed and/or provided to the County of Westchester by the Howard Sloan consultant:
 1. Perform bug fixes on the customer recertification application and the case worker back-end application.
 2. Enhance the search function for case workers.
 3. Assist in the development of a web-based application that allows DSS staff to make changes to customer case information.
- A Howard-Sloan consultant will also manage and coordinate the ongoing support, training, reporting and project management needs of the Homeless Management Information System (HMIS), a system used by multiple agencies in the County of Westchester to manage information related to the homeless population that is served by these respective agencies. As part of the work, the following specific tasks will be performed and/or provided to the County of Westchester by the Howard Sloan consultant:
 1. Provide general oversight to ensure that data is being entered accurately and timely by all required project sponsors and notifying the appropriate grantee and/or the Westchester Partnership Steering Committee of any major gaps or issues.
 2. Ensure that the Countywide HMIS complies with all HUD HMIS requirements to the maximum extent feasible.
 3. Serve as the principal liaison for the HMIS with HUD, HMIS vendor, participating grantees, sponsors and other participating agencies.
- The support of the HMIS system allows the County to maintain a qualified consultant with broad and substantial experience in managing large systems deployments into DoIT, who would be capable of administering the HMIS and working with various levels of users in the HMIS user community. This will ensure that both the near-term objective of generating required periodic HUD reporting data from the HMIS and the longer-term objective of broad and substantial use of the HMIS can be met. Consultant services will be continually monitored by DoIT staff in conjunction with the Westchester Partnership to ensure that the services provided are effective.
- Development services are needed for DEF to expand the system that permits large waste generators (LWGs) to update their solid waste plans as they change, which will benefit the public by giving DEF a system that will indicate whether any LWGs are improperly disposing of recyclable material. Development services are also needed to maintain the MWOB information tracking system to eliminate obstacles that reduce opportunities for minority and women owned businesses to work with the County. Consultant services for the DSS application rewrites are needed to replace outdated and inefficient systems. The migration of departmental websites will benefit the public by making information managed by each department more easily available.

- Using the LWG system, DEF will be able to find cases where recyclables are being disposed of improperly, leading to an increase in recycling, thereby reducing the impact of this waste on the environment.
- The contract requested in the attached resolution will have a public purpose because Howard-Sloan consultants will work on projects which promote the public health, safety and general welfare of County residents. System administration and upgrades are critical to maintaining their efficiency for the benefit of staff providing services to residents and in turn for the benefit of the public when they need to access our computer systems.
- The goals and objectives of the consulting services requested in the attached resolution are to bring in qualified consultants into DoIT that in addition to technical support, have experience in the necessary technology that is 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 service provided is effective.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1190) with Howard-Sloan Search, Inc., d/b/a Celerity Technology Services, a division of Howard-Sloan Professional Search ("Howard-Sloan"), having a place of business located at 261 Madison Avenue, New York, New York 10016, 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 \$473,102, payable monthly in accordance with the approved hourly rates which are attached hereto, subject to County appropriations.

Accordingly, the attached resolution is submitted for your consideration

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - JOMARY VIEIRA
DynamicPDF

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-1190) with Howard-Sloan Search, Inc., d/b/a Celerity Technology Services, a division of Howard-Sloan Professional Search ("Howard-Sloan"), having a place of business located at 261 Madison Avenue, New York, New York 10016, 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 \$473,102, payable monthly in accordance with the approved hourly rates which are attached hereto; 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 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.

Agreement No. IT-1190

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		\$378,331
2012	101	16	6000	4420		\$ 94,771

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

Start Date: April 1, 2011

End Date: March 31, 2012

Funding Source

Tax Dollars: \$473,102

State Aid _____

\$473,102

Federal Aid _____

(must match resolution)

Other: _____

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 Explnfo 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**



Howard-Sloan
Contract IT-1076
Hourly Rates for Consultant Services

	<u>1 Year</u> <u>Exp.Rate</u>	<u>3 Year</u> <u>Exp.Rate</u>	<u>5 Year</u> <u>Exp.Rate</u>	<u>1 Year</u> <u>Exp.Rate</u> <u>with Cert.</u>	<u>3 Year</u> <u>Exp.Rate</u> <u>with Cert.</u>	<u>5 Year</u> <u>ExpRate</u> <u>with Cert.</u>
<u>Skill Sets:</u>						
Programming:						
Visual Basic.VB.Net		58.50	71.75		61.50	74.62
Java/JSP/J2EE	50.00	67.00	79.20	52.00	70.00	82.37
MS-ACCESS	43.20	56.35	71.75	45.20	59.35	74.75
Oracle development tools	50.80	64.80	71.80	52.80	67.80	74.80
Software Architecture & Design		77.29	87.00		80.29	90.00
Data Warehouse/Data MartDesign	60.00	78.00	93.20	63.00	81.00	96.20
Crystal Reports/Crystal Enterprise/ Business Objects/Business Intelligence products		67.00	79.20		70.00	82.37
Infrastructure:						
LINUX Server Administration Services	65.00	72.50	83.80	68.00	75.50	87.15
Networking:						
Networking services for Windows Server, Cisco Router and switch, install administration and troubleshooting; Checkpoint firewall installation, configuration and trouble shooting, TCP/IP network design			65.00	73.50	68.00	76.50
Network Services for Cisco and Data Network			65.00	73.50	68.00	80.85
Website design, construction and maintenance:						
Website design, construction & management using Joomla		75.00	89.50		78.00	92.50
Flash Action Script		55.00	72.50		58.00	75.50
Lyris list server administration		60.00	85.00		63.00	85.00
SMTP Administration Services		55.00	72.50		58.00	75.50
3-D development tools such as 3-D Studio Max, Maya or Lightware		52.00	68.50		55.00	71.50
Create PHP pages to interface with Joomla		75.00	89.50		78.00	92.50
Graphical Designer/Developer-Web graphics, application interface design		50.25	67.50		53.25	70.50