

24319

DATE: January 17, 2012

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

Kevin McGuire, Commissioner, Department of Social Services

RE: AUTHORIZATION TO AMEND AN AGREEMENT (IT-1197) WITH COMPUTER SI CORPORATION FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES TO ASSIST WITH THE DEPARTMENT OF SOCIAL SERVICES' PROJECT TO MIGRATE FROM THE COUNTY'S CURRENT DOCUMENT MANAGEMENT SYSTEM TO THE NEW YORK STATE IEDR DOCUMENT SYSTEM BY INCREASING THE AMOUNT \$15,000 TO A NEW TOTAL NOT TO EXCEED AMOUNT OF \$105,000, WITH ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT REMAINING THE SAME

BACKGROUND:

- By Resolution approved May 12, 2011 Westchester County ("the County") was authorized to enter into an agreement with Computer SI Corporation ("CSI") for technical support services of the County's OnBase document management system. That agreement (IT-1197) was subsequently executed and approved.
- The Department of Social Services ("DSS") is required by New York State to electronically scan personal documents for individual clients to the New York State IEDR document system. To meet this mandate, DSS has initiated a project to migrate personal documents for individual clients from the County's local Onbase document management system to the New York State IEDR document management system. DSS has contracted with eDocNY to provide document scanning and indexing services, and the transfer of the resultant scanned files to New York State IEDR document management system.
- CSI will create an application to transmit DSS Personal Documents, including images and keyword data, to eDocNY. eDocNY will clean up the documents, deleting duplicate documents, correcting keywords before transmitting documents to the State. CSI's application will export Personal Documents for individuals involved in pre-defined case types for open cases and cases that have been closed within a certain time period. The project will begin with the application exporting older documents first. A system of receipts to verify successful transmission of documents will also be included.
- The services requested in the attached resolution will have a public purpose because CSI consultants will help facilitate the DSS eDocNY project. This DSS eDocNY project will provide DSS operational efficiencies and reduce costs in DSS.

- The goals and objectives of the services for which we are contracting are to utilize qualified CSI consultants who have the experience in the necessary OnBase technology to rapidly develop the required programs to extract the OnBase data eDocNY needs to perform their services. CSI consultant services are continually monitored by DoIT staff. In terms of fiscal responsibility, the use of CSI consultants will enable the DSS eDocNY project to proceed more quickly.

ACTION REQUESTED:

- Authorization to amend an agreement (IT-1197) with Computer SI Corporation, having a place of business located at 22 High Street, Norwalk, Connecticut 06851-4702, for the provision of professional consulting services, by increasing the amount \$15,000 for a new total not to exceed amount of \$105,000, payable monthly at the hourly rate of \$110, subject to County appropriations.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACTS - 02/16/2012 - PRIMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to amend an agreement (IT-1197) with Computer SI Corporation, having a place of business located at 22 High Street, Norwalk, Connecticut 06851-4702, for the provision of professional consulting services, by increasing the amount \$15,000 to a new total not to exceed amount of \$105,000; and be it further

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

RESOLVED, that all other terms and conditions of the 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:	\$ 90,000
This Amendment:	\$ 15,000
Total	\$105,000

Contract: **IT-1197**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	316	16	BIT4A/BIT4A- 03/S			\$15,000

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

Start Date: January 1, 2012

End Date: March 31, 2012

Funding Source Tax Dollars: \$15,000

State Aid _____

\$15,000 Federal Aid _____

(must match resolution) Other: _____