

**26209**

DATE: April 9, 2012

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer  
Department of Information Technology

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1241) WITH THE WESTCHESTER COUNTY HISTORICAL SOCIETY FOR INFORMATION TECHNOLOGY PROFESSIONAL CONSULTING SERVICES FOR A TERM COMMENCING APRIL 1, 2012 AND TERMINATING DECEMBER 31, 2012, FOR A TOTAL AMOUNT NOT TO EXCEED \$60,750

**BACKGROUND:**

- On February 22, 2012, the County issued a request for proposals ("RFP") seeking proposals from qualified individuals and companies to provide each of one hundred and twenty-two (122) different information technology professional consultant services.
- In response to the RFP, the County received six (6) proposals to provide service number 100, entitled "Professional Curatorial of Historical Records Services." After a review and evaluation of those proposals, the proposal from the Westchester County Historical Society ("WCHS") was selected based upon the criteria specified in the RFP.
- We now come before your Honorable Board requesting authorization to enter into an agreement (IT-1241) with WCHS for a term commencing April 1, 2012 and terminating December 31, 2012, for a total amount not to exceed \$60,750, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Professional Curatorial of Historical Records Services.

		1 YEAR EXPERIENCE RATE	3 YEAR EXPERIENCE RATE	5 YEAR EXPERIENCE RATE	1 YEAR EXPERIENCE RATE with certification	3 YEAR EXPERIENCE RATE with certification	5 YEAR EXPERIENCE RATE with certification
100	Professional Curatorial of Historical Records Services	\$ 45.00	\$ 55.00	\$ 75.00	\$ -	\$ -	\$ -

- The proposed agreement will serve a public purpose by providing the County with the information technology professional consultant services needed for numerous current County projects, as well as future projects that will begin during the term of the agreement. Current County projects for which the WCHS will provide services include, but are not limited to, the following:
  - WCHS will continually update PastPerfect, its primary cataloging software, for the purpose of widening online access to its holdings. Images of post cards from the WCHS collection will also be catalogued and placed online for public access.

2. WCHS will continue to add entries to the Historic Preservation Database of Westchester buildings worthy of preservation. The database is available online to researchers through the website.
  3. WCHS will continue to add indexed obituaries to the website as well as to image its valuable older issues of *The Westchester Historian*.
- The goal and objective of the proposed agreement is to make available to the County qualified individuals to provide the aforementioned services for the aforementioned County projects, as well as to provide those services, as necessary, for any future projects that are begun during the term of the agreement.
  - The goal and objective of the proposed agreement is in the best interests of the County in terms of fiscal responsibility, as the County will receive the necessary services at a reasonable cost based on the competitive RFP process. For some projects, the services to be provided by the WCHS will also save money by implementing or expanding electronic systems that are cheaper to operate than the existing systems.
  - The goal and objective of the proposed agreement will be continually tracked and monitored by staff from the Department of Information Technology in order to ensure that the services are being provided.

**ACTION REQUESTED:**

Authorization to enter into an agreement (IT-1241) with the Westchester County Historical Society, having a place of business located at 2199 Saw Mill River Road, Elmsford, New York 10523, for a term commencing April 1, 2012 and terminating December 31, 2012, for a total amount not to exceed \$60,750, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Professional Curatorial of Historical Records Services.

	<b>SERVICE</b>	<b>1 YEAR EXPERIENCE RATE</b>	<b>3 YEAR EXPERIENCE RATE</b>	<b>5 YEAR EXPERIENCE RATE</b>	<b>1 YEAR EXPERIENCE RATE with certification</b>	<b>3 YEAR EXPERIENCE RATE with certification</b>	<b>5 YEAR EXPERIENCE RATE with certification</b>
100	Professional Curatorial of Historical Records Services	\$ 45.00	\$ 55.00	\$ 75.00	\$ -	\$ -	\$ -

Accordingly, the attached resolution is submitted for your consideration.

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is hereby authorized to enter into an agreement (IT-1241) with the Westchester County Historical Society, having a place of business located at 2199 Saw Mill River Road, Elmsford, New York 10523, for a term commencing April 1, 2012 and terminating December 31, 2012, for a total amount not to exceed \$60,750, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Professional Curatorial of Historical Records Services.

	<b>SERVICE</b>	<b>1 YEAR EXPERIENCE RATE</b>	<b>3 YEAR EXPERIENCE RATE</b>	<b>5 YEAR EXPERIENCE RATE</b>	<b>1 YEAR EXPERIENCE RATE with certification</b>	<b>3 YEAR EXPERIENCE RATE with certification</b>	<b>5 YEAR EXPERIENCE RATE with certification</b>
100	Professional Curatorial of Historical Records Services	\$ 45.00	\$ 55.00	\$ 75.00	\$ -	\$ -	\$ -

; 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 of this Resolution.

Account to be Charged/Credited:  
Agreement Number: IT-1241

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	101	16	5000	4420		\$60,750

Budget Funding Year(s): 2012 - 2014 Start Date: April 1, 2012 End Date: December 31, 2012  
(must match resolution)

Funding Source

Tax Dollars: \$60,750  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other: \_\_\_\_\_

**\$60,750**  
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/17/2012 - JOMARY VIEIRA, SECRETARY

## ALPHABETICAL LIST OF RESPONSIVE RESPONDENTS

Service Number 100

Professional Curatorial Historical Records Services

1. Cyret Technologies
2. Doon Technologies, Inc.
3. Neotecra, Inc.
4. SAM Consulting Services, Inc.
5. Technology Resource Services, Inc
6. Westchester County Historical Society

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