

#26604

DATE: May 1, 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-1238) WITH SOFTWARE GUIDANCE AND ASSISTANCE, INC., FOR MULTIPLE INFORMATION TECHNOLOGY PROFESSIONAL CONSULTING SERVICES FOR A TERM COMMENCING APRIL 1, 2012 AND TERMINATING MARCH 31, 2014, FOR A TOTAL AMOUNT NOT TO EXCEED \$539,715

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 twenty-four (24) proposals to provide service number 7, entitled "Java JSP J2EE-Finance & Human Resources." After a review and evaluation of those proposals, the proposal from Software Guidance and Assistance, Inc. was selected.
- In response to the RFP, the County received twenty-four (24) proposals to provide service number 34, entitled "Oracle Forms/Reports/PLSQL " After a review and evaluation of those proposals, the proposal from Software Guidance and Assistance, Inc. was selected.
- We now come before your Honorable Board requesting authorization to enter into an agreement (IT-1238) with Software Guidance and Assistance, Inc. ("SGA") for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$539,715 payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Java JSSP J2EE – for the Departments of Finance, Budget and Human Resources; Oracle Forms/Reports/PL SQL for the Board of Elections, Departments of Finance and Human Resources.

	SERVICE	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
7	Java JSSP J2EE-Finance & HR	\$ 45.00	\$ 65.00	\$ 85.00	\$ 45.00	\$ 65.00	\$ 85.00
34	Oracle Forms/Reports/PLSQL	\$ 45.00	\$ 65.00	\$ 85.00	\$ 45.00	\$ 65.00	\$ 85.00

- 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 may begin during the term of the agreement. Current County projects for which SGA will provide services include, but are not limited to, the following:

- SGA consultants will work on major upgrades to the Human Resources System and the Budget Preparation System. SGA consultants will also work on enhancements to Phase

2 of the Human Resources automated civil service examination system and provide support services for the Human Resources and Financial Systems which will include reporting, upgrades, enhancements and interfaces.

2. SGA consultants will work on the On-Line W2 project, which will allow employees to view their W2 information on-line.
3. SGA consultants will work on the BOE election worker interface project, which will automate the process of adding election workers as employees in the HR system and making the associated payments.
4. SGA consultants will work on the Online Overtime Request Form, which will automate processing of the Overtime slips. The new Online Request form will eliminate paper and requests will be reviewed and approved online.

- 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 may begin during the term of the agreement.
- The goal and objective of the proposed agreement is in the best interest 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 SGA 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-1238) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$539,715, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Java JSSP J2EE – for the Departments of Finance, Budget and Human Resources ; Oracle Forms/Reports/PL SQL for the Board of Elections, Departments of Finance and Human Resources.

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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-1238) with Software Guidance and Assistance, Inc., having a place of business located at 280 North Central Avenue, Suite 450, Hartsdale, New York 10530, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$539,715, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services: Java JSSP J2EE – for the Departments of Finance, Budget and Human Resources ; Oracle Forms/Reports/PL SQL for the Board of Elections, Departments of Finance and Human Resources.

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; 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-1238

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	101	16	6000	4420		\$ 202,125
2013	101	16	6000	4420		\$ 270,270
2014	101	16	6000	4420		\$ 67,320

Budget Funding Year(s): 2012, 2013 & 2014 Start Date: April 1, 2012 End Date: March 31, 2014
(must match resolution)

Funding Source

\$539,715

(must match resolution)

Tax Dollars: \$539,715

State Aid: _____

Federal Aid _____

Other: _____

Alphabetical List of Responsive Respondents

Service Number 7

Java JSSP J2EE- Finance & HR

1. Advantage Technical Resourcing
2. ATRIA Consulting
3. ClarusTec
4. Cyret Technologies
5. Data Industries, LTD.
6. Doon Technologies, Inc.
7. Enterprise Strategies
8. ExplInfo Inc.
9. Genesys Consulting Services, Inc.
10. Infojini, Inc.
11. Innosoul, Inc.
12. Kaizen Technologies, Inc.
13. Neotecra, Inc.
14. Nutech Information Systems
15. PSI International, Inc.
16. RK Software, Inc.
17. SAM Consulting Services, Inc.
18. SOFT, Inc.
19. Software Guidance & Assistance, Inc.
20. Sunrise Systems, Inc.
21. Tail Wind Associates
22. Technical Operations, Inc.
23. Technology Resource Services, Inc.
24. Viva USA, Inc.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/24/2012 - JOMARY VIEIRA, SECRETARY

Alphabetical List of Responsive Respondents

Service Number 34
Oracle Forms/Reports/PLSQL

1. 22nd Century Technologies, Inc.
2. Advantage Technical Resourcing
3. ATRIA Consulting
4. Bowne Management Systems, Inc.
5. ClarusTec
6. Cyret Technologies
7. Data Industries, LTD.
8. Doon Technologies, Inc.
9. Enterprise Strategies
10. ExplInfo Inc.
11. Genesys Consulting Services, Inc.
12. Infojini, Inc.
13. Innosoul, Inc.
14. Kaizen Technologies, Inc.
15. Neotecra, Inc.
16. Nutech Information Systems
17. PSI International, Inc.
18. RK Software, Inc.
19. SAM Consulting Services, Inc.
20. Software Guidance & Assistance, Inc.
21. Sunrise Systems, Inc.
22. TailWind Associates
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APPROVED FOR ACQUISITION & CONTRACT - 05/24/2012 - JOMARY VIEIRA, SECRETARY