

28045

DATE: July 11, 2012

TO: Board of Acquisition and Contract

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

RE: Amending, 1) a resolution approved on April 19, 2012, which authorized the County to enter into agreement IT-1235 with Software Guidance and Assistance, Inc., in order to, a) clarify the scope of work to be performed, and b) increase the authorized amount not-to-exceed; and 2) a resolution approved on May 24, 2012, in which the County entered into agreement IT-1238, with Software Guidance and Assistance, Inc., in order to clarify the scope of work to be performed

By resolution approved on April 19, 2012 (the "April 19th Resolution"), your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement ("IT-1235") with Software Guidance and Assistance, Inc. ("SGA"), pursuant to which SGA was to provide three (3) categories of information technology professional consulting services, as follows: "Java JSSP J2EE – Workflow for the Office of the County Clerk's Land, Legal and UCC filing applications; ASP. Net/C# for the Departments of Health and Community Mental Health and the District Attorney's Office; and Project Management Services to implement the Visual HealthNet software upgrade for the Department of Health." IT-1235 was to be for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$1,072,687, payable monthly at various, specified hourly rates. IT-1235 has not been fully executed.

By resolution approved on May 24, 2012 (the "May 24th Resolution"), your Honorable Board authorized the County to enter into an agreement ("IT-1238") with SGA, pursuant to which SGA was to provide two (2) categories of information technology professional consulting services, as follows: "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." IT-1238 was to be for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$539,715, payable monthly at various, specified hourly rates. IT-1238 has not been fully executed.

Due to a misunderstanding, both the April 19th Resolution's description of the scope of work for IT-1235 and the May 24th Resolution's description of the scope of work for IT-1238, 1) slightly misstated the categories of information technology professional consulting services to be provided by SGA, and 2) specified a scope of work that was more narrow than what the County

intended and what the County solicited proposals for in its request for proposals (“RFP”) for these services. Specifically, the scope of work described in each resolution should not have limited the provision of SGA’s services to specific departments and/or projects (unless it was so-limited in the RFP). Rather, the scope of work described in each resolution should have made it clear that SGA’s services would not be artificially limited, and that SGA would provide its services to the County on an as-needed basis.

Accordingly, the County respectfully requests that your Honorable Board amend the April 19th Resolution and the May 24th Resolution in order to correct the scope of work for IT-1235 and IT-1238, respectively, as specified in the attached resolution.

In addition, the County recently determined that the not-to-exceed amount authorized for IT-1235 by the April 19th Resolution is insufficient for the scope of work to be performed by SGA. Accordingly, the County respectfully requests that your Honorable Board further amend the April 19th Resolution in order to increase the amount not-to-exceed authorized for IT-1235 by \$261,030.00, from an amount not-to-exceed \$1,072,687.00 to an amount not-to-exceed \$1,333,717.00.

Except as specifically amended by the attached resolution, all of the terms and conditions of the April 19th Resolution and the May 24th Resolution will remain the same.

The proposed agreements will each serve a public purpose by providing the County with information technology professional consultant services needed for numerous current County projects, as well as future projects that may begin during the term of each agreement.

The goal and objective of each of the proposed agreements is to make available to the County qualified vendors to provide information technology professional consultant services for numerous current County projects, as well as to provide those services, as necessary, for any future projects that may begin during the term of each agreement.

The goal and objective of each of the proposed agreements 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 County’s use of a competitive RFP process.

The goal and objective of each of the proposed agreements will be continually tracked and monitored by staff from the Department of Information Technology in order to ensure that the services are being provided.

I respectfully recommend your Honorable Board’s approval of the attached resolution.

MCB/TD/bdm/nn

RESOLUTION

Upon a communication from the Chief Information Officer, Department of Information Technology, be it hereby

RESOLVED, that the resolution approved on April 19, 2012 (the “April 19th Resolution”), which authorized the County of Westchester (“County”) to enter into an agreement (“IT-1235”) with Software Guidance and Assistance, Inc. (“SGA”), pursuant to which SGA was to provide “Java JSSP J2EE – Workflow for the Office of the County Clerk’s Land, Legal and UCC filing applications; ASP. Net/C# for the Departments of Health and Community Mental Health and the District Attorney’s Office; and Project Management Services to implement the Visual HealthNet software upgrade for the Department of Health” information technology professional consulting services, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$1,072,687, payable monthly at various, specified hourly rates, is hereby amended, in order to 1) correct the scope of work for IT-1235; and 2) increase the amount not-to-exceed authorized for IT-1235 by \$261,030.00, from an amount not-to-exceed \$1,072,687.00 to an amount not-to-exceed \$1,333,717.00, by replacing the first ‘RESOLVED’ clause of the April 19th Resolution with the following:

“RESOLVED, that the County of Westchester (the “County”) is hereby authorized to enter into an agreement (IT-1235) 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 \$1,333,717.00, payable monthly at hourly rates not to exceed those specified below, for the provision of the following information technology professional consulting services on an as-needed basis: Java/JSP/J2EE for Workflow Team and related County projects; ASP.Net/C#; and Project Management.

	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
9	Java/JSP/J2EE for Workflow Team and related County projects	\$ 45.00	\$ 65.00	\$ 85.00	\$ 45.00	\$ 65.00	\$ 85.00
19	ASP.Net/C#	\$ 45.00	\$ 65.00	\$ 85.00	\$ 45.00	\$ 65.00	\$ 85.00
111	Project Management	\$ 45.00	\$ 65.00	\$ 85.00	\$ 45.00	\$ 65.00	\$ 85.00

; and be it further

RESOLVED, that the resolution approved on May 24, 2012 (the “May 24th Resolution”), which authorized the County to enter into an agreement (“IT-1238”) with SGA, pursuant to

which SGA was to provide “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” 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, payable monthly at various, specified hourly rates, is hereby amended, in order to correct the scope of work for IT-1238, by replacing the first ‘RESOLVED’ clause of the May 24th Resolution with the following:

“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 on an as-needed basis: Java/JSP/J2EE for Financial / HR Support Team and related County projects; and Oracle Forms Reports and PL/SQL.

	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/JSP/J2EE for Financial / HR Support Team and related County projects	\$ 45.00	\$ 65.00	\$ 85.00	\$ 45.00	\$ 65.00	\$ 85.00
34	Oracle Forms Reports and PL/SQL	\$ 45.00	\$ 65.00	\$ 85.00	\$ 45.00	\$ 65.00	\$ 85.00

; and be it further

RESOLVED, that except as specifically amended hereby, all of the terms and conditions of the April 19th Resolution and the May 24th Resolution 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 of this Resolution.

Original Resolution: \$ 1,072,687
This Amendment: \$ 261,030
 Total: \$1,333,717

Contract No. **IT-1235**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	321	21	BCC04-02S	6120		\$ 82,005
2013	321	21	BCC04-02S	6120		\$ 143,797
2014	321	21	BCC04-02S	6120		\$ 35,228

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

Funding Source Tax Dollars: \$261,030
 State Aid: _____
\$261,030 Federal Aid: _____
 (must match resolution) Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/09/2012 - PRIMARY VIEIRA, SECRETARY