

30190

DATE: November 1, 2012

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer

RE: AUTHORIZATION TO AMEND CONTRACT IT-1235 WITH SOFTWARE GUIDANCE AND ASSISTANCE, INC., BY INCREASING THE NOT-TO-EXCEED AMOUNT OF THE AGREEMENT BY \$106,000.00, TO A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$1,439,717.00, FOR ADDITIONAL SERVICES, AND ADDING THE ADDITIONAL SERVICES TO THE SCOPE OF SERVICES

BACKGROUND:

- By a resolution approved on April 19, 2012 (as amended by a resolution approved on August 9, 2012), 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, on an as-needed basis, three (3) categories of information technology professional consulting services, as follows: Java/JSP/J2EE for Workflow Team and related County projects; ASP.Net/C#; and Project Management. IT-1235 was to be for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$1,333,717.00, payable monthly at various, specified hourly rates. IT-1235 was subsequently executed.
- The Department of Information Technology (the "Department") now requires additional Project Management services from SGA, beyond those currently monetarily provided for in IT-1235. Specifically, the Department requires that SGA provide Project Management services for the implementation of the Call Center Integrated Voice Response ("IVR") Solution for the Department of Social Services Case Management Information Center.
- Accordingly, the Department now comes before your Honorable Board requesting authority to amend IT-1235 in order to, 1) increase the amount not-to-exceed authorized under IT-1235 by \$106,000.00, from an amount not-to-exceed \$1,333,717.00 to a new amount not-to-exceed \$1,439,717.00, to pay for the additional Project Management services to be provided by SGA, and 2) modify the scope of services of IT-1235 to add these specific, additional Project Management services to IT-1235's non-exclusive list of existing Project Management services. For these additional services, SGA will be paid at the existing various hourly rates specified in IT-1235 for Project Management services.
- Except as specifically amended hereby, all terms and conditions of IT-1235 will remain the same and in full force and effect.

- The proposed amendment will serve a public purpose by providing the County with information technology professional consultant services needed for a current County project for the Department of Social Services.
- The goal and objective of the proposed amendment is to make available to the County a qualified vendor to provide information technology professional consultant services for a current County project for the Department of Social Services.
- The goal and objective of the proposed amendment 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 to procure the services.
- The goal and objective of each of the proposed amendment will be continually tracked and monitored by staff from the Department in order to ensure that the services are being provided.

ACTION REQUESTED:

- Authorization to amend 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, in order to, 1.) increase the amount not-to-exceed authorized under IT-1235 by \$106,000.00, to a new total not-to-exceed amount of \$1,439,717.00, for additional services, and 2.) modify the scope of services to add the additional services; with all other terms and conditions of IT-1235 remaining the same.

A resolution is submitted herewith 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 amend agreement IT-1235 with Software Guidance and Assistance, Inc. ("SGA"), pursuant to which SGA was to provide, on an as-needed basis, Java/JSP/J2EE for Workflow Team and related County projects; ASP.Net/C#; and Project Management information technology professional consulting services, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$1,333,717.00, payable monthly at various, specified hourly rates, in order to, 1) increase the amount not-to-exceed authorized under IT-1235 by \$106,000.00, from an amount not-to-exceed \$1,333,717.00 to a new amount not-to-exceed \$1,439,717.00, to pay for additional Project Management services, and 2) modify the scope of services of IT-1235 to add these specific, additional Project Management services to IT-1235's non-exclusive list of existing Project Management services; and be it further

RESOLVED, that except as specifically amended hereby, all terms and conditions of IT-1235 shall remain the same and in full force and effect; 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 Resolution: \$1,072,687.00
Second Resolution: \$ 261,030.00
This Amendment: \$ **106,000.00**
Total: \$1,439,717.00

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	101	22	4000	4420		\$31,000.00
2013	101	22	4000	4420		\$75,000.00

Budget Funding Year(s): 2012-2013 Start Date: November 1, 2012 End Date: October 31, 2013
(must match resolution)

Funding Source

\$106,000.00

(must match resolution)

Tax Dollars: \$106,000.00

State Aid: _____

Federal Aid: _____

Other: _____