

31145

DATE: December 19, 2012

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey, Chief Information Officer, Department of Information Technology
Jay T. Pisco, P.E., Commissioner, Department of Public Works and Transportation

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1295) WITH UNLIMITED TECHNOLOGY INC. (UTI) FOR AN AIRPORT BADGING MANAGEMENT SYSTEM UTILIZED BY THE DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION AT THE WESTCHESTER COUNTY AIRPORT, FOR A THREE YEAR TERM COMMENCING UPON DELIVERANCE AND ACCEPTANCE OF THE BADGING MANAGEMENT SYSTEM, FOR A TOTAL NOT TO EXCEED AMOUNT OF \$337,880

BACKGROUND:

- An Airport Badging Management System for the Department of Public Works and Transportation (DPWT) is a solution to an initiative to more efficiently and securely track and issue airport personnel, including outside employers (authorized signatories) located on airport grounds, security badges. Currently security badging is handled manually using paper based applications and forms. Airport administrators as well as authorized signatories are responsible for the arduous process of checking and rechecking applications, I-9 documents, and authorized signatory forms in addition to other personal identification forms. This involves several repetitive processes such as entering and reentering personal applicant information into separate systems leaving the entire process prone to human error causing delays and further confusion. Due to the lack of integration between the central airport administration office and outside employers, forms completed by authorized signatories are left in the hands of the applicants to transport to the main administrative office posing security risks. In addition, time sensitive information from agencies such as the FBI and TSC are required during the process of issuing badges. Third party agencies remain external to the process without the benefit of timely automated notifications.
- An Airport Badging Management System will provide the following benefits to DPWT:
 1. Centrally managed web based solution for end to end badging automation as well as financial tracking.
 2. Central management of applicant identities, including automated integration to our CCure system, thus reducing human error and increasing productivity.
 3. Enforced compliance with TSA regulations through automation.
 4. Integration of third party systems, including FBI and TSC (Transportation Security Clearinghouse), allowing for enhanced security.
 5. Enhanced security management through automated procedures and notifications.
- For this reason, on March 21, 2012, a request was made from DPWT to UTI to provide an on site presentation of their Quantum Secure SAFE Solution for Airports (SAFE). In response to the request UTI interviewed airport administrators and performed a comprehensive evaluation of airport policies and procedures related to the issuance of security badges. UTI's presentation included a review of current procedures along with current problems and issues that needed to be resolved. Airport administrators deemed the review to be an accurate overall assessment. UTI continued to

propose their web based solution that they believed would enhance security, efficiency, and overall productivity. In addition, airport administrators visited San Francisco International Airport ID Office to evaluate the proposed system in a live environment. The SAFE system is primarily used to run the operations of the ID office.

- UTI will provide software licenses for up to 4000 identities for the Quantum Secure SAFE Solution for Airports, five (5) days of on site training, project management, engineering and installation services during implementation, and system support and maintenance for three (3) years.
- It is important to efficiently and securely track and issue airport personnel security identification. Therefore, we now come before your Honorable Board requesting approval to enter into an agreement (IT-1295) with Unlimited Technology Inc. for software licenses, as well as, five (5) days of onsite training, project management, engineering and installation services during implementation, and system support and maintenance, for a three year term commencing upon delivery and acceptance of the system, for an amount not-to-exceed \$337,880, pursuant to an approved budget and payable monthly as services are provided as required by New York State Office of General Services ("NYS OGS") Contract Number PT65442 (as described below), subject to County appropriations (the "Agreement").
- The proposed Agreement is exempt from the County Procurement Policy pursuant to Section 3(a)(i) thereof, as the County is making this procurement through Unlimited Technology Inc.'s NYS OGS Contract Number PT65442, pursuant to New York General Municipal Law 104. Please note that the not-to-exceed amount requested for the proposed Agreement in the attached resolution is based upon the rates available through NYS OGS Contract Number PT65442. Please also note that the term of NYS OGS Contract Number PT65442 commenced on August 27, 2007 and will terminate on August 26, 2020.
- The public purpose of the requested Airport Badging Management System for DPWT is to improve Airport security as well as enforce requirements to fully comply with all TSA regulations allowing for safe travel to and from the County Airport.
- The goals and objectives for the system requested in the proposed agreement with UTI are to implement an automated Airport Badging Management System for DPWT. The new Airport Badging Management System is in the best interest of the County because it demonstrates the County's commitment to provide the utmost in security to ensure the safety of all travelers and visitors to the County Airport. Progress toward these goals and objectives will be tracked and monitored by DPWT management staff, in conjunction with Department of Information Technology and payments will be made only upon completion of specific milestones.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1295) with Unlimited Technology, Inc. (UTI) having a place of business located at 4 Broadway, Valhalla, NY 10595, for an Airport Badging Management System utilized by the Department of Public Works and Transportation, for a three year term commencing on deliverance and acceptance of the Airport Badging Management System, for a total not to exceed amount of \$337,880, payable pursuant to an approved schedule, subject to County appropriations. The not to exceed amount includes (1) year of maintenance and support to be paid at the start of the agreement and to be activated once a testing period is completed. There after, two (2) additional years of support and maintenance will be paid yearly. UTI is currently on NYS OGS Contract Number PT65442.

Accordingly, the attached resolution is submitted for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/17/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE CHIEF INFORMATION OFFICER, DEPARTMENT OF INFORMATION TECHNOLOGY AND THE COMMISSIONER, DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1295) with Unlimited Technology, Inc., having a place of business located at 4 Broadway, Valhalla, NY 10595 for an Airport Badging Management System utilized by the Department of Public Works and Transportation, for a three year term commencing upon deliverance and acceptance of the badging management system, for a total not to exceed contract amount of \$337,880, payable pursuant to an approved schedule; and be it further

RESOLVED, that the total not to exceed contract amount of \$337,880 includes three (3) years of fixed maintenance and support with one (1) year of maintenance and support to be paid at the beginning of the agreement; and be it further

RESOLVED, the proposed Agreement is exempt from the County Procurement Policy pursuant to Section 3(a)(i) thereof, as the County is making this procurement through Unlimited Technology Inc.'s NYS OGS Contract Number PT65442, pursuant to New York General Municipal Law 104; and be it further

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

RESOLVED, 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 hereof.

RESOLUTION

Agreement: **IT-1295**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2013	361	44	A0127-01-S	6120		\$300,000.00
2014	101	16	6000	6430/4070		\$ 18,940.00
2015	101	16	6000	6430/4070		\$ 18,940.00

Budget Funding Year(s): 2013 – 2016 Start Date: on delivery & acceptance End Date: 3 years after acceptance

Funding Source Tax Dollars: \$37,880
 State Aid: _____
\$337,880 Federal Aid: _____
(must match resolution) Other: \$300,000 Airport Special Revenue Fund