

35489

DATE: August 12, 2013

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey
Chief Information Officer
Department of Information Technology

RE: Authorization to amend an agreement (IT-1236) with Computer SI Corporation in order to increase the authorized amount not-to-exceed by \$20,000.00, from an amount not-to-exceed \$180,000.00 to a new amount not-to-exceed \$200,000.00, to pay for additional information technology professional consulting services

By a 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 with Computer SI Corporation ("Computer SI"), pursuant to which Computer SI was to provide "Hyland OnBase Programming" information technology professional consulting services, as needed, for a term commencing April 1, 2012 and terminating on March 31, 2014, for a total amount not to exceed \$180,000.00, payable monthly at various, specified hourly rates ("IT-1236"). IT-1236 was subsequently executed.

Since that time, the County has required more "Hyland OnBase Programming" services under IT-1236 than previously anticipated. Specifically, considerable additional services have been used as part of the County's project to develop a system that will

- 1.) allow vendors to upload, and allow departments to monitor, line-item budgets for contracts, through an online system;
- 2.) allow vendors to use an online system to upload invoices that will, upon receipt of all necessary approvals, generate payment transactions; and
- 3.) allow departments to use an online system to monitor performance measures for each contract, based on vendor reporting through that online system.

Accordingly, the County respectfully requests that your Honorable Board authorize the County to amend IT-1236 by increasing the authorized amount not-to-exceed by \$20,000.00, from an amount not-to-exceed \$180,000.00 to a new amount not-to-exceed \$200,000.00, to pay for the required additional services.

Except as described above, all other terms and conditions of IT-1236 will remain the same.

The proposed amendment will serve a public purpose by providing additional funding in order to make available to the County the information technology professional consultant services needed for current County projects, as well as future projects that are begun during the term of IT-1236.

The goal and objective of the proposed amendment is to provide additional funding in order to make available to the County qualified individuals to provide the aforementioned services for current County projects, as well as to provide those services for any future projects that are begun during the term of IT-1236.

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 competitive RFP process that was used to procure IT-1236. For some projects, the services to be provided by Computer SI 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.

Accordingly, the attached resolution is submitted for your consideration.

JBM/RJL/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT 09/05/2013 - OLIVEIRA, SECRETARY

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 an agreement with Computer SI Corporation ("Computer SI"), pursuant to which Computer SI was to provide "Hyland OnBase Programming" information technology professional consulting services, as needed, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$180,000.00, payable monthly at various, specified hourly rates, ("IT-1236") in order to increase the authorized amount not-to-exceed by \$20,000.00, from an amount not-to-exceed \$180,000.00 to a new amount not-to-exceed \$200,000.00, to pay for additional services; and be it further.

RESOLVED, that except as specifically amended hereby, all terms and conditions of IT-1236 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 of this Resolution.

Contract No. <u>IT-1236</u>	Original Agreement:	\$ 180,000.00
	This Amendment:	\$ 20,000.00
	Total:	\$ 200,000.00

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2013	101	16	6430	4420		\$20,000

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

Funding Source	Tax Dollars: <u>\$20,000</u>
<u>\$20,000.00</u>	State Aid _____
(must match resolution)	Federal Aid _____
	Other: _____