

36991

DATE: November 18, 2013

TO: Board of Acquisition and Contract

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

Kevin Cheverko, Commissioner, Department of Correction

RE: AUTHORIZATION TO AMEND AN AGREEMENT (IT-1179) WITH ON TARGET PERFORMANCE SYSTEMS FOR SOFTWARE TECHNICAL SUPPORT SERVICES OF THE DEPARTMENT OF CORRECTION'S SPECIAL INVESTIGATIONS UNIT CASE MANAGEMENT SYSTEM BY EXTENDING THE TERM OF THE AGREEMENT TWO YEARS TO A NEW TERMINATION DATE OF JANUARY 14, 2016 AND INCREASING THE AMOUNT BY \$14,000 TO A NEW TOTAL NOT TO EXCEED AMOUNT OF \$35,000, WITH ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT REMAINING THE SAME.

BACKGROUND:

- On March 8, 2011 the County and On Target Performance Systems, Inc. ("On Target") entered into an agreement for technical support services of the Department of Corrections Administrative Investigations Management System ("AIM"). The Special Investigations Unit Case Management System effectively and efficiently tracks and manages special investigations including internal affairs and use of force investigations within the Department of Correction (DOC). DOC maintains a full-time Special Investigations Unit (S.I.U.) devoted to the safe and secure management of more than 1,000 sworn and civilian staff.
- On January 12, 2012 your Honorable Board approved a resolution which authorized an amendment to Contract IT-1179 with On Target by extending the term two years to a new termination date of January 14, 2014, for a total not to exceed contract amount of \$21,000. The first amendment to the agreement authorized in this resolution was subsequently executed and approved.
- The Special Investigations Unit Case Management System will provide the following benefits to DOC:
 1. Reduce errors and time spent on producing, managing and tracking investigations and disciplinary actions by automating what are now largely manual processes;
 2. Improve the ability of DOC staff to take proactive actions by alerting S.I.U. staff to potential patterns and issues in advance;
 3. Provide automated tracking for personal firearm ownership improving on the ability to accurately account for the weapon's history and ownership;
 4. Provide for statistical reporting on disciplinary actions and complaints made against sworn staff thus assisting management in detecting trends;
 5. Provide for a secure easy method of sharing data with representatives from the Law Department or other investigative agencies having an interest in cases. (Currently this process is both paper and labor intensive);

6. Enhance investigation staff intelligence gathering abilities by making information available to them remotely in the field during an investigation.

- Pursuant to Section 9 of the Westchester County Procurement Policy and Procedures, it is our recommendation that after reasonable investigation, it has been determined that AIM support services from On Target is the only one practicable source for the provision of these services. On Target, which designed and implemented the AIM system, is a sole source provider of support and maintenance services of its proprietary application software licensed to and in use by the County; therefore they are the sole source for AIM support services. For this reason, it is our recommendation that the subject procurement qualifies as a sole source procurement and is exempt from the procedures of the Procurement Policy under Section 9 of said Policy.
- Therefore, we now come before your Honorable Board requesting approval to amend an agreement (IT-1179) with On Target Performance Systems for technical support services of the SIU Case Management System. Under the terms of the amendment requested in the attached resolution, On Target will provide two years of technical support services, at a cost of \$7,000 per year.
- The public purpose of the Special Investigations Unit Case Management System for DOC is to improve the efficiency and accuracy of internal affairs and use of force investigations and case management activities including data gathering, early intervention, and investigation and case tracking, thereby reducing the time spent by DOC S.I.U. staff on these functions, allowing them to focus on their core purpose. In addition, it is anticipated that safety overall will improve due to the early intervention alert functionality of the system.
- The goals and objectives for the system are to implement an automated case management system for the DOC Special Investigations Unit. The new system is in the best interest of the County because it demonstrates the County's commitment to fiscal responsibility by saving time and minimizing errors and it promotes safety and security at DOC by allowing for proactive early intervention alerting. DOC and the Department of Information Technology will manage the implementation of this project to assure compliance. Regular status meetings are held between the vendor, and the Departments of Information Technology and Correction, to review and promote timely resolution to any issues.

ACTION REQUESTED:

- Authorization to enter amend an agreement (IT-1179) with On Target Performance Systems, having a place of business located at 3653 Cagney Drive, Suite 201 Tallahassee, Florida 32309, for technical support services of the Department of Correction's Special Investigations Unit Case Management System, by extending the term of the agreement two years to a new termination date of January 14, 2016 and increasing the amount by \$14,000 to a new total not to exceed amount of \$35,000, payable pursuant to an approved schedule, subject to County appropriations, with all other terms and conditions of the Agreement remaining the same.

Accordingly, the attached resolution is submitted for your consideration.

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to amend Agreement IT-1179 with On Target Performance Systems, having a place of business located at 3653 Cagney Drive, Suite 201 Tallahassee, Florida 32309, for technical support services of the Department of Correction's Special Investigations Unit Case Management System, by extending the term of the agreement two years to a new termination date of January 14, 2016 and increasing the amount by \$14,000 to purchase support and maintenance, to a new total not to exceed amount of \$35,000 payable pursuant to an approved schedule; and be it further

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

RESOLVED, that subject procurement qualifies as a sole source procurement and is exempt from the procedures of the Procurement Policy under Section 9 of said Policy; 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 all other terms and conditions of the Agreement 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 hereof.

Original Agreement: \$ 7,000
 First Amendment: \$ 14,000
This Amendment: \$ 14,000
 TOTAL: \$ 35,000

Agreement: **IT-1179**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2014	101	16	6410	4070		7,000
2015	101	16	6410	4070		7,000

Budget Funding Year(s): 2014-2016 Start Date: January 15, 2014 End Date: January 14, 2016

Funding Source Tax Dollars: \$14,000
 State Aid _____
\$14,000 Federal Aid _____
 (must match resolution) Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/05/2013 - JOSE MARY VIEIRA, SECRETARY