



Memorandum  
Department of Information Technology

37808

DATE: January 10, 2014

TO: Board of Acquisition and Contract

FROM: John B. McCaffrey  
Chief Information Officer

Timothy C. Idoni  
County Clerk

RE: AUTHORIZATION TO AMEND AN AGREEMENT (IT-1233) WITH ATRIA CONSULTING, LLC, BY INCREASING THE NOT-TO-EXCEED AMOUNT OF THE AGREEMENT BY \$28,000.00, TO A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$2,377,202.00, FOR ADDITIONAL SERVICES

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BACKGROUND:

- By a resolution approved on April 19, 2012 (the "April 19<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement ("IT-1233") with Atria Consulting, LLC ("Atria"), pursuant to which Atria was to provide, on an as-needed basis, four (4) categories of information technology professional consulting services, as follows: Visual Basic.VB.Net; Java/JSP/J2EE for Criminal Justice Team and related County projects; Trunked Radio Technical Specialist; Local Area Network Administration for DSS Systems provided by NYS. IT-1233 was to be for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$2,309,202.00, payable monthly at various, specified hourly rates. IT-1233 was subsequently executed.
- By a resolution approved on March 7, 2013 (the "March 7<sup>th</sup> Resolution"), your Honorable Board authorized the County to amend IT-1233 in order to, 1.) increase the amount not-to-exceed authorized under IT-1233 by \$372,500.00, from an amount not-to-exceed \$2,309,202.00 to a new amount not-to-exceed \$2,681,702.00, to pay for additional services, and 2.) modify the scope of services of IT-1233 to add the specific, additional services to IT-1233's existing non-exclusive list of services (the "Original First Amendment").
- The Original First Amendment was not subsequently executed, as the County found that Atria could not adequately provide the additional services that were necessary. By a resolution approved on September 5, 2013, your Honorable Board rescinded the March 7<sup>th</sup> Resolution.

- By a resolution approved on September 19, 2013, your Honorable Board authorized the County to amend IT-1233 in order to, 1.) increase the amount not-to-exceed authorized under IT-1233 by \$40,000.00, from an amount not-to-exceed \$2,309,202.00 to a new amount not-to-exceed \$2,349,202.00, to pay for additional services, and 2.) modify the scope of services of IT-1233 to add the specific, additional services to IT-1233's existing non-exclusive list of services (the "First Amendment"). The First Amendment was subsequently executed.
- The Department of Information Technology (the "Department") now requires additional Visual Basic.VB.Net services from Atria for an existing application upgrade project, beyond those currently monetarily provided for in IT-1233. This application upgrade project includes, but is not necessarily limited to, development of software system upgrades for the following applications in the County Clerk's Office:
  - 1.) Pistol Permits
  - 2.) Plumber & Electrician Licensing
  - 3.) Naturalizations and ID Cards

The services involved in the application upgrade project are already specified in IT-1233's non-exclusive list of services. Accordingly, it will be necessary to modify the scope of services of IT-1233.

- Accordingly, the Department now comes before your Honorable Board requesting authority to further amend IT-1233 in order to increase the amount not-to-exceed authorized under IT-1233 by \$28,000, from an amount not-to-exceed \$2,349,202.00 to a new amount not-to-exceed \$2,377,202.00 to pay for the additional Visual Basic.VB.Net services to be provided by Atria, with Atria continuing to be paid at various hourly rates not-to-exceed those approved by your Honorable Board in the April 19<sup>th</sup> Resolution.
- Except as specifically amended hereby, all terms and conditions of IT-1233, as previously amended, will remain the same and in full force and effect.
- The proposed amendment will serve a public purpose by providing additional funding in order to make available to the County additional information technology professional consultant services that are needed for current County projects.
- The goal and objective of the proposed amendment is to provide additional funding in order to make available to the County additional information technology professional consultant services that are needed for current County projects.
- 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-1233.
- The goal and objective of the proposed amendment will be continually tracked and monitored by staff from the Department.

ACTION REQUESTED:

- Authorization to amend an agreement (IT-1233) with Atria Consulting, LLC, having a place of business located at 132 West 36<sup>th</sup> Street, New York, New York 10018, in order to increase the amount not-to-exceed authorized under IT-1233 by \$28,000.00, to a new total not-to-exceed amount of \$2,377,202.00; with all other terms and conditions of IT-1233, as previously amended, remaining the same.

A resolution is submitted herewith for your consideration.

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/06/2014 - JOMARY VIEIRA, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to amend an agreement with Atria Consulting, LLC ("Atria"), pursuant to which Atria was to provide, on an as-needed basis, Visual Basic.VB.Net; Java/JSP/J2EE for Criminal Justice Team and related County projects; Trunked Radio Technical Specialist; and Local Area Network Administration for DSS Systems provided by NYS information technology professional consulting services, for a term commencing April 1, 2012 and terminating March 31, 2014, for a total amount not to exceed \$2,309,202.00, payable monthly at various, specified hourly rates, ("IT-1233") in order to increase the amount not-to-exceed authorized under IT-1233 by \$28,000.00, in order to pay for additional Visual Basic.VB.Net services; and be it further

**RESOLVED**, that except as specifically amended hereby, all terms and conditions of IT-1233 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 Agreement:	\$ 2,309,202.00
First Amendment:	\$ 40,000.00
<b><u>This Amendment:</u></b>	<b><u>\$ 28,000.00</u></b>
Total:	\$ 2,377,202.00

Contract No. **IT-1233**

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2014	321	21	BCC05-01S	6120		\$28,000.00

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

Funding Source	Tax Dollars:	<u>\$28,000.00</u>
<b><u>\$28,000.00</u></b>	State Aid:	_____
(must match resolution)	Federal Aid:	_____
	Other:	_____