



Office of the District Attorney
County of Westchester

MEMORANDUM

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60661

Date: January 9, 2018

To: Board of Acquisition and Contract

From: Anthony A. Scarpino, Jr.
District Attorney

Re: Authority to exempt from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, an agreement with Data Vision Group, LLC, doing business as DVG Interactive, for a term commencing upon execution and continuing through April 30, 2018.

Authority is hereby requested from your Honorable Board to exempt from the Westchester County Procurement Policy and Procedures an agreement between the County of Westchester (the "County"), acting by and through the Office of the District Attorney (the "DA's Office"), and Data Vision Group, LLC, doing business as DVG Interactive, ("DVG") pursuant to which DVG will create a comprehensive work plan for migrating all of the data in the DA's Office's existing case management system to a proposed new case management system, for a term commencing upon execution and continuing through April 30, 2018 (the "Agreement").

The DA's Office is currently using the "Criminal History Info and Events File" case management software, known as "CHIEF". CHIEF was developed in-house, written in MAGIC, and has been in use since the late 1990s. It is a Windows-based client/server system that currently utilizes SQL 2008 as its database engine and Crystal Reports for custom reporting. CHIEF is both a person-based and case-based case management system. It provides case management, person searching, case searching, archive management (used by the Records Room), and report generation functions. Each year, the DA's Office prosecutes approximately 30,000 felony and misdemeanor cases, the records for which are stored in CHIEF and retained in perpetuity. Accordingly, the library of data in CHIEF is voluminous.

The DA's Office desires to procure new case management software to replace CHIEF. However, the DA's Office must retain all of the tremendous amount of data that is currently stored in CHIEF by having it migrated to the new case management software (the "Migration Work"). The Migration Work will require a comprehensive work plan in order to properly move all of the above-mentioned data (the "Plan"). The Plan will have to account for all of the custom programming that will be necessary in order to establish a direct connection between the data fields in CHIEF and those in the new case management system; the related tests and validations

that will be needed in order to first verify that the custom programming is ready for the migration of data, and then to test and validate that the data has all been successfully migrated; the provision of a reporting system to provide for exception reports to facilitate remediation of any and all issues that remain after the migration; and the costs for all of the foregoing work.

The DA's Office has extensively studied the issue of the new case management system in order to select the contractor with which it may seek to contract for the provision of that system. That procurement is intended to be the subject of a future resolution submitted to your Honorable Board. However, the DA's Office determined that it was prudent to first ensure that DVG can, in working with CHIEF and the proposed new case management system, adequately account for all of the myriad technical elements involved in the Migration Work, both as a general matter and on a reasonably economical basis. Therefore, the DA's Office concluded that it was prudent to seek to enter into the proposed Agreement with DVG, as an initial contract, for the creation of the Plan for the Migration Work.

The County cannot competitively procure, from among all possible vendors, an analysis of DVG's proposed new case management system, and the work involved in interfacing that system with CHIEF. Only DVG can provide that work, and it would be extremely prudent to procure that work in order to confirm DVG's ability to provide a satisfactory, economical Plan for the Migration Work, prior to entering into a contract with DVG for all of the work associated with the development of a new case management system. Therefore, it is proposed that the best interests of the County would be served by exempting the proposed Agreement from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof. Accordingly, a resolution to exempt this procurement is hereby submitted for your consideration.

AAS/PD/bdm/nn

APPROVED BOARD OF COUNTY CONTRACTS (1/20/20) (J.S.MR./J.S.E.) SECRETARY

RESOLUTION

Upon a communication from the District Attorney, be it hereby

RESOLVED, that pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interests of the County of Westchester (the "County") in connection with the procurement of an agreement with Data Vision Group, LLC, doing business as DVG Interactive, ("DVG"), pursuant to which DVG will create a comprehensive work plan for migrating all of the data in the Office of the District Attorney's existing case management system to a proposed new case management system, for a term commencing upon execution and continuing through April 30, 2018.

APPROVED BOARD OF ACQUISITION & CONTRACTS, OFFICE OF THE DISTRICT ATTORNEY, WESTCHESTER COUNTY, NEW YORK
USA MARIJAJ, SECRETARY