

DATE: March 26, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer
Timothy C. Idoni, County Clerk

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1163) WITH NUTECH INFORMATION SYSTEMS FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR A ONE YEAR PERIOD COMMENCING ON APRIL 1, 2010 AND TERMINATING ON MARCH 31, 2011 FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF \$401,940

BACKGROUND:

- The Department of Information Technology (DoIT) continues to require consultants to augment its staff. For these services and others, on February 22, 2010, a Request for Proposals (RFP) for Information Technology Professional Consultant Services was issued by DoIT and posted on the County's web site. The RFP requested proposals from qualified individuals and companies to perform IT services in one hundred sixteen different service areas and stipulated the intent of the RFP was to seek out and select individuals or companies who will provide the highest quality service at a reasonable per-hour rate. Additionally, the County expects that a number of individuals and/or companies will be selected to provide services based upon proven experience. The RFP contained 116 skill sets, each with a rate for three levels of experience, for a potential total of 348 rates.
- There were fifty-nine respondents to the RFP, which were due on March 18, 2010. The responding vendors provided their hourly rates for the skill sets they had. For any particular skill set, starting with the three vendors with lowest hourly costs, DoIT reviewed three resumes from each vendor and interviewed potential candidates to determine their qualifications and productivity to meet the County's needs. The vendor with the lowest hourly rate who provides the best qualified, most productive individual is selected -- thus providing the County with the lowest total cost for the required work.
- Nutech Information Systems ("Nutech") was one of the respondents. Based on their response to the RFP, as well as their familiarity and knowledge of County projects, programs and operations, we now come before your Honorable Board requesting approval to enter into an agreement (IT-1163) with Nutech, for the provision of professional consulting services for a one year period commencing on April 1, 2010, for a total amount not to exceed \$401,940.
- The goals and objectives of the requested consulting services in the attached resolution are to bring qualified consultants into DoIT who have experience in the necessary technology and are capable of rapidly administering and updating the necessary hardware and software systems. This gives us the flexibility to utilize various consultants with superior levels of skill in highly specific areas, each of whom may be needed for only a limited period of time. Consultant services are continually monitored by DoIT staff in conjunction with the associated department to be sure the service provided is effective.
- Nutech consultants will work on projects related to the Human Resources/Payroll Financial Systems, Budgeting and Civil Service Exam Systems (HR & Finance), the Legal Division Capital Project for the Office of the Westchester County Clerk, the Juvenile Case Management System (Probation), Training Tracking Application and the Criminal Justice Data Warehouse.

- The Human Resources and Financial Systems support services which include reporting, upgrades, enhancements and interfaces that increase productivity of staff countywide because tasks are automated, which in turn maximize efficiency, ultimately benefiting the public good. In addition to many other projects, this consultant is needed for Phase 2 of the automated civil service examination application (XD10) project and the upgrade to the county-wide Human Resources, Financial and Budget system. The automated XD10 allows the public to apply for civil service tests through the Internet rather than filling out a paper form and mailing it to the HR department, saving paper and time, which in turn saves the taxpayer money. Among a number of additional features, Phase 2 of the project will include an interface which will allow HR to approve or disapprove applications directly from the current civil service exam system. This phase will also include an enhancement to automate the creation of the exam announcement.
- Upgrades and enhancements to Financial & Human Resources systems demonstrate fiscal responsibility because it saves taxpayers money. These computer systems become more efficient and easier to use by the public which in turn affects the security of information and saves resources which protect the environment. The use of the consultant on the Human Resources/Financial and Budget system upgrade will allow us to reduce the amount of the more expensive consulting needed from the software vendor (CGI).
- Negative consequences to taxpayers for not contracting for the requested consulting services would be increased costs to taxpayers, outdated computer systems, no reduction in paper filing as opposed to electronic filing and more energy spent in residents physically having to come to a county office, instead of completing and accessing work and information online.
- Consulting services provided by Nutech are needed to provide programming services that are required to meet the following strategic objectives from the Clerk's Office Study and Technology Plan:
 - Improve internal workflow procedures to eliminate duplicative resource allocation and data collection tasks throughout the organization
 - Automate processing procedures to decrease labor intensity and error
 - Increase the dissemination of information in hardcopy and digital form
 - Strengthen and streamline finance applications to incorporate industry best practices
- A Nutech consultant will assist with development work for the County Clerk's capital project to improve the processing of documents in their Legal Division. The public purpose for these services is improved access to public documents filed with the Clerk, benefiting the public good by saving time, money and effort on behalf of the residents accessing information provided by and filed in the Office of the Westchester County Clerk. This project shows financial responsibility in that it improves financial reporting capabilities and improves the overall cashiering and financial processing of fees in the Clerk's office making it more efficient for the staff and easier for the general public to file documents. Also, improvement to the Public Viewer application should increase use by the public and businesses, thereby increasing revenue.
- This resolution impacts the County's fiscal responsibility since the consultant will be working on the County Clerk's web submission project which will improve efficiencies, and will reduce the staff required to perform the function of data entry. The impact for safety and security is that the electronic filing component of the application keeps electronic documents secure and backed up, where they cannot be misfiled or lost. The impact on the environment is that the modules within this software are the first steps for eliminating the need for paper by using electronic filing instead of paper forms, and reducing the amount of people who have to travel to the County Clerk's office to file documents.

- Consulting services for programming on the Juvenile Case Management System utilized by the Department of Probation increases the efficiency of Probation Officers supervising juveniles at risk within the community and the management of custody and adoption investigations. Consulting services for programming of a Training Tracking Application will increase the efficiency of recording and tracking the status of State mandated and county training hours for Probation Officers and other staff. Consulting services for programming of the Criminal Justice Warehouse utilized by various County, Municipal, State and Federal Agencies increases both the efficiency and ability of the various parties to access information critical to assisting in criminal investigations.
- The public purpose of these services is that the systems being worked on contribute to both the productivity of County staff as well as promote public safety. The Juvenile Case Management System allows Probation Officers to better manage and address the risks juveniles present, both to their own safety and to that of the community where they reside. It also allows Probation Officers to better track and more efficiently prepare custody and adoption cases. The Criminal Justice Data Warehouse promotes public safety in that it assists law enforcement and the Departments of Social Services and Community Mental Health with Criminal and Child Protective investigations, as well as providing these agencies with access to timely information for day to day operations. The Training Tracking Application will promote public safety by making sure mandated Officer training is being met as required and proactively warning management and officers alike if training levels are not being met.
- The goals and objectives for the contracting service are to assist in timely and efficient development of the Juvenile Case Management, Training Tracking, and Criminal Justice Data Warehouse Systems. DoIT Team Leaders continually monitor the work performed by the consultant.
- This resolution impacts the County's fiscal responsibility since the consultant will be working on systems that promote efficiencies and cost savings. The Juvenile Case Management System assists Probation officers in tracking and managing juvenile cases in order to divert these cases from court which results in a cost avoidance dollar savings. The Training Tracking Application will result in increased efficiency and productivity for staff freeing them up to do more important tasks. The Criminal Justice Data Warehouse System increases the productivity of its' users by providing one stop shopping for critical data that would otherwise take hours to gather.
- Negative consequences to taxpayers for not contracting for the requested consulting services would be that functionality would be lacking in these systems impacting Probation, County, State, and Federal law enforcement, and various other County Departments thus negatively impacting the public purpose and goals and objectives of the systems.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1163) with Nutech Information Systems, having a place of business located at 1010 Summer Street, Suite 203, Stamford, Connecticut 06905, for the provision of professional consulting services for a one year period commencing on April 1, 2010 and terminating on March 31, 2011 for a total not to exceed contract amount of \$401,940, payable monthly at the rates of \$84 per hour for County Clerk projects and \$78 for Financial/Human Resources and Probation projects, subject to County appropriations.

Accordingly, the attached resolution is submitted for your consideration.

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 is hereby authorized to enter into an agreement (IT-1163) with Nutech Information place of Systems, having a business located at 1010 Summer Street, Suite 203, Stamford, Connecticut 06905, for the provision of professional consulting services for a one year period commencing on April 1, 2010 and terminating on March 31, 2011 for a total not to exceed contract amount of \$401,940, payable monthly at the rates of \$84 per hour for County Clerk projects and \$78 for Financial/Human Resources and Probation projects; 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.

Account to be Charged/Credited:

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2010	101	16	6000	4420		\$191,646
2011	321	21	BCC-04-01S	6120		\$109,809
2010	101	16	6000	4420		\$ 63,882
2011	321	21	BCC-04-01S	6120		\$ 36,603

Budget Funding Year(s): 2010 & 2011
(must match resolution)

Start Date: April 1, 2010 End Date: March 31, 2011

Funding Source

Tax Dollars: \$255,528

State Aid _____

\$401,940

Federal Aid _____

(must match resolution)

Other: Capital Project = \$146,412

RFP for IT Professional Consultant Services 2010
Respondent List

Company

- 1 22nd Century Tech. Inc.
- 2 Advantage Technical Resourcing
- 3 Aequor Technologies
- 4 Applied Geographics, Inc.
- 5 ASC Technologies
- 6 Atria
- 7 Baker Robbins & Company
- 8 Bergman Associates
- 9 Berry, Dunn, McNeil & Parker (BDMP)
- 10 Bowne AE & T Group
- 11 Business Logic Inc.
- 12 Career Techniques Inc.
- 13 Celerity Technology Services
- 14 Columbia IS Consulting Group Inc.
- 15 Computer SI
- 16 Conversion Services International
- 17 Data Industries, LTD.
- 18 Dura Solutions, Inc.
- 19 Enterprise Strategies
- 20 Eric Robert Associates
- 21 ESRI
- 22 ExpInfo Inc.
- 23 Ez-Steps USA Inc.
- 24 Fountains Spatial
- 25 Fulcrum Logic Inc.
- 26 Genesis 10
- 27 Grafton Technologies
- 28 Indra USA, Inc.
- 29 Innovative Microsystems Consulting Inc.
- 30 Integrated Enterprise Solutions, Inc.
- 31 James W. Sewall Company
- 32 Kutir Corporation
- 33 Longi Engineering PC
- 34 Marlabs, Inc.
- 35 Neotech Solutions Inc.
- 36 Neotecra
- 37 Nutech
- 38 Parsons Brinckerhoff (PB)
- 39 Pixel Systems Inc.
- 40 Rad Gov
- 41 SAM Consulting Services, Inc.
- 42 Sanborn
- 43 SGA Inc.
- 44 SOFT Inc.

- 45 Spatial Front, Inc.
- 46 Sunrise Systems
- 47 Sysmind, LLC
- 48 Sysnet Consulting, Inc.
- 49 Technisource
- 50 Technology Resource Services, Inc. (TRS)
- 51 The Cambridge Group LTD
- 52 TMH Information System Consultation Service, Inc.
- 53 US Tech Solutions Inc
- 54 VLS Systems Inc.
- 55 VOLT Technical Resources
- 56 Westchester County Historical Society
- 57 Worldwide Information Super Highway Inc. (WISH)
- 58 Wyvil Systems, Inc.
- 59 YS Partners

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-15-2010 - JOMARY VIEIRA, SECRETARY