

DATE: April 15, 2010

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne, Chief Information Officer

RE: AUTHORIZATION TO ENTER INTO AN AGREEMENT (IT-1166) WITH THE WESTCHESTER COUNTY HISTORICAL SOCIETY 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 \$81,000

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.
- The Westchester County Historical Society ("WCHS") was one of the respondents. Based on their response to the RFP, as well as their familiarity with and knowledge of the County's Archives and Records Center, we now come before your Honorable Board requesting approval to enter into an agreement (IT-1166) with WCHS, for the provision of professional consulting services, for a one year period commencing on April 1, 2010, for a total amount not to exceed \$81,000. A WCHS consultant will assist us in preserving County history and making it accessible to the public via technology.
- WCHS services are needed to complete the following work during the term of the new agreement:
 - As part of the overall B0081 capital program to renovate the county facility at 2199 Saw Mill River Road, WCHS will continue to work with the Westchester County Archives on the aspects of the project affecting both collections. In summer 2010, this will include coordinating the temporary relocation of the WCHS library, while the existing vaults are

renovated and the new state-of-the-art archival storage vaults are prepared for use. WCHS staff has been and will continue to partner with the Westchester County Archives to ensure that the project improves safety and security for both collections and will be accomplished with a minimum of closure to the public during construction. WCHS has and will continue to provide professional expertise as to the vaults' environmental controls and security features.

- WCHS will provide monthly updates to its new website at www.westchesterhistory.com ; weekly updates to the Facebook and Twitter applications.
- Having selected and installed PastPerfect as its primary cataloging software in 2009, WCHS will enter the information from 1,386 main catalog cards related to its holdings into that software's database and place the data on the WCHS website by Spring 2011.
- WCHS will use the same PastPerfect software to catalog 3-5 of its photographic collections (approximately 1,000 photos) to improve online access to them through this powerful search tool.
- During this contract year, WCHS will add 500 entries to the Historic Preservation Database of Westchester buildings worthy of preservation. The database is available to researchers through the website.
- WCHS will collaborate with the Westchester County Archives to add five new communities to the Historical Treasures section of the Virtual Archives website.
- In the fall of 2010, WCHS will again collaborate with the County Archives to introduce "The Hudson River: A Journey Through Time," the fifth section of the Virtual Archives. WCHS will host an event for educators, historians and librarians to demonstrate how digitized historical materials, such as those found on this website, may be used in the classroom and for other public educational purposes.
- WCHS will scan and index the 1,000 pages of the McKenzie Manuscript, which contains genealogies of many of Westchester's earliest families. This will allow the Archives Reading Room reference staff and the Westchester County Historical Society to more easily respond to the many patron requests for this material, which is one of the most often accessed items in the WCHS collection.
- WCHS will complete work on its book on all the cemeteries in Westchester County. It will be published and the manuscript prepared for on-demand publishing as well.
- WCHS will add another 1,000 indexed obituaries from 1978-1995 to the website by Spring 2011.
- The public purpose for the contract requested in the attached resolution is that public interest will be served by promoting public access to historical information. Digitizing materials in historical collections and placing them online will better preserve them for future generations and will make them more widely available to the public on our website. WCHS will also provide technology assistance to local history repositories in order to preserve and make accessible Westchester County history for today's public and future generations.
- To make the vibrant history of Westchester County available to today's public and to future generations, WCHS proposes that the partnership between the Westchester County Historical Society (WCHS) and the Westchester County Department of Information Technology continue into the next year. By contracting with WCHS to provide these consultant services, it is in the

County's best interest in terms of fiscal responsibility. WCHS is the only agency with the skill sets and expertise to provide historical guidance to the county as technological improvements are made, to store historical records safely and to improve public access to them.

- The WCHS and the Westchester County Archives conduct their programs in the same facility. Staff from WCHS meets on a daily basis with staff from the Westchester County Archives Unit of DoIT. Since many of the project goals and objectives outlined above will be met in collaboration between those staffs, project management goals are constantly monitored and reported. Detailed invoices track the amount of time and skill set rate used by WCHS to complete its project goals.
- WCHS's curatorial expertise enhances the entire Westchester County Archives program by promoting best practices to be followed for the stewardship of the county's important historical records, both public and private, paper-based or digital. Standards for the historical records' security and safe-keeping are paramount.
- Through implementation of the capital renovation project at 2199 Saw Mill River Road, county-sponsored historical services will be provided in a safer, more secure and environmentally appropriate and energy efficient manner.
- By placing more historical documents online for public access through the various projects specified above, WCHS reduces the need for its research patrons to travel to the facility; energy use and costs are thereby reduced.

ACTION REQUESTED:

- Authorization to enter into an agreement (IT-1166) with the Westchester County Historical Society, having a place of business located at 2199 Saw Mill River Road, Elmsford, New York 10523, 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 \$81,000, payable bi-monthly, in accordance with the approved hourly rates which are attached hereto, 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, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement (IT-1166) with the Westchester County Historical Society, having a place of business located at 2199 Saw Mill River Road, Elmsford, New York 10523, 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 \$81,000, payable bi-monthly; in accordance with the approved hourly rates which are attached hereto; 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	5000	4420		\$60,750
2011	101	16	5000	4420		\$20,250

Budget Funding Year(s): 2010 & 2011

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

Funding Source Tax Dollars: \$81,000
 State Aid _____
\$81,000 Federal Aid _____
 (must match resolution) Other _____

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 ExplInfo 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 - 4-29-2010 - JOMARY VIEIRA, SECRETARY

WESTCHESTER COUNTY HISTORICAL SOCIETY

Contract IT-1166

Hourly Rates for Consultant Services

Skill Sets:

1 Year
Exp.Rate

3 Years
Exp. Rate

5 Years
Exp.Rate

Provide professional curatorial and other historical services for the development of Westchester County historical exhibits, publications, online presentations and finding aids for retrieving historical documents. In addition as the County Historian or an agent thereof, provide professional assessment and advice regarding the preservation and conservation of the County's historical buildings, facilities and other historical materials

\$45.00

\$55.00

\$75.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-22-2010 - JOMARY VIEIRA, SECRETARY