COUNTY OF LEHIGH, PENNSYLVANIA
COMMISSIONERS BILL 2010-129
SPONSORED BY COMMISSIONERS DOUGHERTY & BROWNING
REQUESTED DATE: DECEMBER 8, 2010
ORDINANCE NO. 2011-102

APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MONTAGE, INC. D/B/A BUSINESS SUCCESS MANAGEMENT

WHEREAS, §801.1(B) of the Administrative Code of the County of Lehigh requires ordinance approval for nonbid professional service agreements over ten thousand dollars ($10,000.00); and

WHEREAS, the Department of Administration requests that the County of Lehigh enter into an amendment to the agreement with Montage, Inc. d/b/a Business Success Management for IT staff and consulting, which was approved by Ordinance No. 2010-122; and

WHEREAS, the purpose of this amendment is to include several additional projects in Appendix A (Scope of Services) and to amend Appendix B (Compensation) to include the list of rates for the additional services to be provided.

NOW, THEREFORE, IT IS HEREBY ENACTED AND ORDAINED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LEHIGH, PENNSYLVANIA, THAT:

1. The proposed amendment to the agreement for professional services with Montage, Inc. d/b/a Business Success Management, marked Exhibit "A" attached hereto and made a part hereof by this reference, is hereby approved.

2. The proper officers and other personnel of Lehigh County are hereby authorized and empowered to take all such further action, including any necessary transfers of funds, and execute additional documents as they may deem appropriate to carry out the purpose of this Ordinance.

3. The County Executive shall distribute copies of this Ordinance to the proper offices and other personnel of Lehigh County whose further action is required to achieve the purpose of this Ordinance.
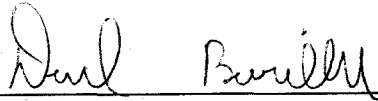
4. Any Ordinance or part of any Ordinance conflicting with the provisions of this Ordinance is hereby repealed insofar as the same affects this Ordinance.

5. This Ordinance shall become effective in ten (10) days after enactment.

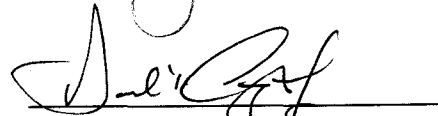ADOPTED this 12th day of January, 2011, by the following vote:

Commissioners	AYE	NAY
Dean N. Browning	X	
Thomas C. Creighton, III (absent)		
Percy H. Dougherty	X	
Glenn Eckhart	X	
Gloria L. Hamm	X	
William H. Hansell	X	
David S. Jones, Sr.	X	
Daniel K. McCarthy	X	
Andy Roman	X	

ATTEST: _____

CLERK TO THE BOARD OF COMMISSIONERS

APPROVED this __14th__ day of _____January_____, 2011.

_____

Donald T. Cunningham, Jr.
Lehigh County Executive

ENACTED this _14th_ day of _January_____, 2011.

3

Contract Number:

Copy ID#: _____

Completed: _____

COUNTY OF LEHIGH

AMENDMENT OF
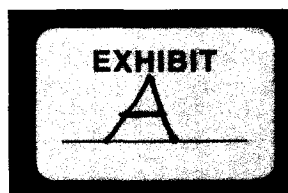
CONTRACT FOR PROFESSIONAL SERVICES

PURPOSE OF CONTRACT: To provide IT staff and consulting services for Lehigh County

AWARDED TO: Montage, Inc. d/b/a Business Success Management

BEGINNING DATE OF ORIGINAL CONTRACT:

Telephone: (732) 777-0800
Fax: (732) 777-7328

EXHIBIT A

This is an amendment of a Contract for Professional Services made and entered into this _____ /4 ___ day of December, 2010 by and between **COUNTY OF LEHIGH**, a Home Rule County of the third class, with offices at 17 South Seventh Street, Allentown, PA, 18101-2400 hereinafter referred to as the COUNTY, and Montage, Inc d/b/a/ Business Success Management, of 2 Kilmer Road, Edison, NJ 08817, hereinafter referred to as the PROVIDER.

WITNESSETH,

WHEREAS, COUNTY and PROVIDER entered into an Agreement with a beginning date of May 4, 2010, under which PROVIDER agreed to provide IT staff and consulting services to COUNTY; and,

WHEREAS, COUNTY wants to include several additional projects for PROVIDER to perform which are critical to the migration of various "legacy" applications and systems to technologies supported by current infrastructure and industry standard best practices; and.

WHEREAS, the parties desire to amend the contract as set forth herein.

NOW THEREFORE, the COUNTY and the PROVIDER, in consideration of the obligations herein undertaken and intending to be legally bound, hereby agree as follows:

1. The Scope of Services, Appendix A is amended to include the basic description for each proposed project as set forth on Exhibit 1 to Appendix A, which is attached hereto and made a part hereof.

2. Appendix B (Compensation) is amended by adding Exhibit 1 to Appendix B which sets forth the hourly rates to be charged by PROVIDER for the projects listed in Exhibit 1 to Appendix A. The total compensation payable for the services to be provided pursuant to this amendment shall not exceed $160,000.00.

3. In all other respects the parties ratify and confirm the terms and conditions of the original contract intending to be bound thereby.
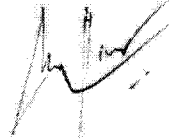
IN WITNESS WHEREOF, the parties hereto have executed the within agreement by their officials hereunto duly authorized;

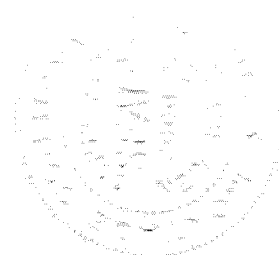**PROVIDER**
(affix seal)

Business Success Management

Attest: _____

By:

Bijou Anwer, CEO

Date: _Dec 14, 2010_

COUNTY OF LEHIGH
(affix seal)

_____
Witness

_____
DONALD T. CUNNINGHAM, JR   Date
COUNTY EXECUTIVE

EXHIBIT ONE TO APPENDIX A

COUNTY has determined ten (10) individual projects that it may request the PROVIDER to perform information technology services. Prior to the PROVIDER performing any services for the COUNTY the following must occur:

1. COUNTY shall in writing notify the PROVIDER of the project selected.
2. PROVIDER shall submit to COUNTY, in writing and in detail, the scope of services it will perform for the project, a list of the deliverables, a time frame for the completion of the work and a cost for the services based upon the rate schedule attached hereto as Exhibit 1 to Appendix B.
3. COUNTY authorizes the PROVIDER in writing to proceed with the project. Provided however that COUNTY is under no obligation to use the services of the PROVIDER on any of the listed projects and has the absolute right to select others to perform the required information technology services require to complete the projects.

The following list denotes a basic description for each individual project.

1. Management System

COUNTY's current "manager's system" is built in Admins and offers functionality centered primarily on budget management and time-sheet approval. COUNTY is requesting that the system be removed from Admins and redesigned as a web-based application integrating with the Sektor DAS and UDI components. The redesigned system should provide an enhanced graphical representation of budget elements and transactional data, allowing managers to drill-down to detail from summary reports. Similar functionality should be offered for time-sheet components, in addition to managerial approval of related time entries. The design should incorporate a flexible interface such that the data views presented are based on user-security models, to offer senior executives a macro view with the ability to drill-down to other offices and funds within their purview.

2. Scheduling System

Build and replace a variety of existing Scheduling applications with .NET based alternatives on a common data structure to support cross-application

scheduling and interrelated workflows. Will include integration with Outlook calendar and other systems as necessary.

3. PFAD and ER-II Reporting

This project centers on developing a communications model application for transmitting data from several COUNTY systems to the JNET web service portal. This includes configuration of the Sektor DAS and UDI components to capture a sequence of process events, extract and package necessary data, and transmit to the JNET service. The process will conclude with post-processing of returned event messages and/or errors, and provide services for management of the system.

4. Elections and Voter Registration System

This system would allow for election related data processing and reporting. During an election campaign cycle, COUNTY requires the ability to allow candidates to log into a system and upload campaign finance reports, which are to be publicly searchable on the Internet. In addition, during an election day, polling results are captured in an electronic format as exported by the voting system - COUNTY requires a system to download these files into a central system using Sektor DAS storage, and the generation of real-time reports and graphics on the publicly available Internet site. The system needs to manage the array of polling places and districts and offer the Voter Registration office staff the ability to manage the components of the system.

5.   Jury Selection System

This system will offer the ability to collect and process jury-pool data from a variety of state data sources. The definition of this data is expected to change over time, so the project must incorporate the ability to map source data into relevant/necessary data elements for the system to process. The primary workflow for this application will be the random selection of a jury pool, the generation of notification letters, messages, and lists, and the subsequent processing of respondents, evaluation, and assignments to cases. The system must be able to merge and reconcile duplicate names and provide detailed managerial reporting on the workflow process. The System should be capable of using a direct-dial application, the selection of which devise should also be included as a research item for this project.

6. Capital Planning System

COUNTY's current capital planning system is an Access based application that is deployed annually after being flooded with historical budgetary data from the Admins legacy data store. The application provides the ability for department heads and managers to report on historical data and plan future capital expenditures. The system offers the ability to formulate future capital plans, and detailed editing of the narrative descriptions. The system then exports the composite data into a format suitable for import into Admins for budget adoption processing. This project will replace the current Access system with Sektor compliant web-based application that duplicate the current functionality and offers additional enhancements for graphical analysis and expanded budget planning.

7. Retirement System

This project would result in a web-based application to manage county retirement from a fiscal perspective. The system would incorporate functionality required to manage retirement assets, payment plans, eligibility, automatic withdrawal to bank IRA's and user-based management of portfolios. The system would offer managerial reporting and analysis and integrate via Sektor and UDI to the fiscal system in Admins.

8. Credit Card Processing System

Research and design generic credit card processing system and create Sektor compliant API for consumption of services within existing Lehigh County applications. The custom interface will take a modeled approach with intelligence to read and write-back from the County financial system.

9. IhSIS Module Assistance

General assistance with the ongoing development of the Integrated Human Services Information System, including module design and development for components determined by the IhSIS project team. Interfaces with LaserFiche and other products are examples of modules that will be created under this project category.

10. Sheriff & Generic Sale System

This system would replace the current Admins/Cold Fusion application with a .Net web-based application. The current system provides for sheriff sale postings and processing of buyers including cash receipts, title tracking, payment plans, and managerial reporting. The system should be expanded to offer web-based

electronic commerce including payment processing. The basic elements of the existing Sheriff Sale system are required by other County agencies; therefore, the system should be designed as a model application that can be used by the Sheriff's office and other offices through application based configuration and customization.

Delivery of work product.

The work product delivered for all projects will include all relevant documentation, source code and a transfer or purchase of necessary and/or referenced third-party modules. The COUNTY will retain all rights to use, reverse engineer, modify and distribute all components of delivered work product.

EXHIBIT ONE TO APPENDIX B

LABOR CATEGORY	On Site Hourly Rate	Off Site Hourly Rate
Sr. Project Manager	$95.00	$66.50
Project Coordinator / Liason	$75.00	$52.50
Sr. Developer (.NET, C#, SharePoint)	$80.00	$56.00
Testing Consultant (QA)	$55.00	$38.50
Database Administrator	$70.00	$49.00

COUNTY OF LEHIGH ORDINANCE **2011 – NO. 102**

CERTIFICATION

I, DAVID BARILLA, Clerk to the Board of Commissioners of Lehigh County, do hereby certify that the attached is a true and correct copy of the ordinance adopted at a regular meeting of the Commissioners of Lehigh County held on the **12th** day of **January, 2011**, and approved on the **14th** day of **January, 2011** by the Lehigh County Executive, and effective on the **24th** day of **January, 2011.**
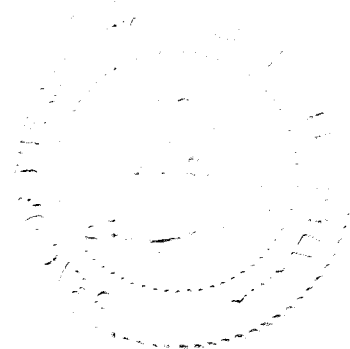
_____
DAVID BARILLA, Clerk
Board of Commissioners