



Memorandum  
Department of Information Technology

109655

DATE: July 8, 2024

TO: Board of Acquisition and Contract

FROM: Marguerite Beirne  
Chief Information Officer  
Department of Information Technology

RE: Amending a resolution that exempted from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement between the County of Westchester and Finite Matters Ltd., pursuant to which it was to provide services concerning its PatternStream Automated Document System software, by, (1.) modifying the scope of services to be performed under the exempted agreement, and (2.) increasing the not-to-exceed amount of the exempted agreement by \$63,380.00, in order to pay for the additional work to be performed under the modified scope of services.

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By a resolution approved on October 5, 2023 (the "Resolution"), your Honorable Board exempted from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of an agreement (IT-1793; the "Agreement") between the County of Westchester (the "County") and Finite Matters Ltd. ("Finite"), pursuant to which Finite was to provide services concerning its PatternStream Automated Document System (the "Software"), which was to include services for the Software regarding the County's upgrade from the 'CGI Advantage' version 3.8 to version 4.0; services to perform enhancements for the Software with regard to the County's operating budget books; services to implement the Software with regard to the County's capital budget books; continuing support for 'CGI Advantage' version 3.8 for 2024; and annual support for the years 2025, 2026, and 2027 (the "Services"), for a period commencing upon execution and continuing through December 31, 2027, for a total amount not-to-exceed \$53,200.00.

The County sought to execute the proposed Agreement with Finite, but discussions with Finite regarding some aspects of the proposed Agreement unexpectedly continued for several months. Ultimately, the County entered into further negotiations with Finite, and the Department of Information Technology and the Department of the Budget have now agreed, in principle, to, (1.) modifying the scope of services to be provided by Finite, with additional services to be provided, including additional hours of work; training concerning the Software; licensing concerning the Software; and annual Software maintenance for the years 2025, 2026, and 2027, (the "Additional Services") and (2.) increasing the not-to-exceed amount by \$63,380.00, in order

to pay for the Additional Services to be performed under the modified scope of services.

Accordingly, the County respectfully requests that your Honorable Board amend the Resolution by replacing its existing sole 'RESOLVED' clause with the following:

"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 (the "Agreement") between the County and Finite Matters Ltd., pursuant to which it will provide services concerning its PatternStream Automated Document System (the "Software"), which will include services for the Software regarding the County's upgrade from the 'CGI Advantage' version 3.8 to version 4.0; services to perform enhancements for the Software with regard to the County's operating budget books; services to implement the Software with regard to the County's capital budget books; continuing support for 'CGI Advantage' version 3.8 for 2024; training concerning the Software; licensing concerning the Software; and annual support and annual Software maintenance for the years 2025, 2026, and 2027, for a period commencing upon execution and continuing through December 31, 2027, for a total amount not-to-exceed \$116,580.00."

Except as described above, all terms and conditions of the Resolution shall remain in full force and effect.

As noted in the cover memorandum to the Resolution, the County previously procured the Software from Finite, and most recently procured support services through 2017. The County did not require support services or other professional services from Finite, regarding the Software, in the intervening several years. However, the County now requires several types of professional services from Finite, including, now, the Additional Services, in order to ensure that the County is best able to use the Software for its intended purposes over the next several years.

As the Software is produced by Finite, it is undisputed that Finite has the greatest expertise with it, and can therefore assuredly provide the speediest and most successful Additional Services, alongside the previously-exempted Services, with the smallest risk of error or delay in the performance of those services.

Based upon the foregoing, it is proposed that the best interests of the County would be served by exempting from the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, the procurement of the Additional Services, under the proposed Agreement.

Accordingly, a resolution to exempt this procurement, through the proposed amendment of the Resolution, is hereby submitted for your consideration.

MB/AP/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/05/2024 - RAYMOND SCULKY, SECRETARY

## **RESOLUTION**

Upon a communication from the Chief Information Officer, Department of Information Technology, be it hereby:

**RESOLVED**, that the resolution approved on October 5, 2023 (the “Resolution”), which exempted, pursuant to Section 3(a)(xxi) of the Westchester County Procurement Policy and Procedures, the procurement of an agreement (the “Agreement”) between the County of Westchester (the “County”) and Finite Matters Ltd., pursuant to which Finite was to provide services concerning its PatternStream Automated Document System (the “Software”), which will include services for the Software regarding the County’s upgrade from the ‘CGI Advantage’ version 3.8 to version 4.0; services to perform enhancements for the Software with regard to the County’s operating budget books; services to implement the Software with regard to the County’s capital budget books; continuing support for ‘CGI Advantage’ version 3.8 for 2024; and annual support for the years 2025, 2026, and 2027, for a period commencing upon execution and continuing through December 31, 2027, for a total amount not-to-exceed \$53,200.00, is hereby amended by replacing its existing sole ‘RESOLVED’ clause with the following.

“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 (the “Agreement”) between the County and Finite Matters Ltd., pursuant to which it will provide services concerning its PatternStream Automated Document System (the “Software”), which will include services for the Software regarding the County’s upgrade from the ‘CGI Advantage’ version 3.8 to version 4.0; services to perform enhancements for the Software with regard to the County’s operating budget books; services to implement the Software with regard to the County’s capital budget books; continuing support for ‘CGI Advantage’ version 3.8 for 2024; training concerning the Software; licensing concerning the Software; and annual support and annual Software maintenance for the years 2025, 2026, and 2027, for a period commencing upon execution and continuing through December 31, 2027, for a total amount not-to-exceed \$116,580.00.”

**RESOLVED**, that except as specifically hereby amended, all terms and conditions of the Resolution shall remain in full force and effect.

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