



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

January 5, 2024

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No.	240031
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
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To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with Matrix Pointe Software, LLC for a Case Management System for the Monroe County Law Department

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Matrix Pointe Software, LLC ("Matrix") in an amount not to exceed \$600,000 for a Case Management System for the Monroe County Law Department for a term not to exceed five (5) years.

The Monroe County Law Department currently uses a number of data collection systems from basic Excel spreadsheets to purchased case management systems. The current case management software was purchased in 2011 and no longer addresses the department's needs. Through Matrix's system, the Law Department will be able to track the status of case files, track the status of payments, generate and manage documents, and facilitate e-discovery. Matrix focuses on public sector organizations and is uniquely positioned to provide a unified case management and document management system across all six divisions of the Law Department.

A Request for Proposals was issued, with Matrix Pointe Software, LLC selected as the most qualified to provide these services.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract and any amendments thereto, with Matrix Pointe Software, LLC, 30400 Detroit Road, Suite 400, Cleveland, Ohio 44145, in an amount not to exceed \$600,000 for a term not to exceed five (5) years.

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and (31) ("purchase or sale of furnishings, equipment or supplies, including surplus government property, other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials") and is not subject to further review under the State Environmental Quality Review Act.

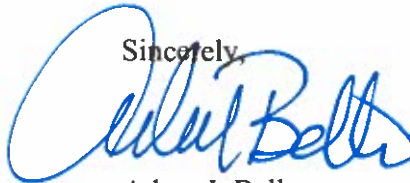
Funding for the first year of this case management system is included in the 2024 Operating Budget of the Law Department, general fund 9001, funds center 1601010000 and will be requested in future years' budgets.

The records in the Office of the Monroe County Treasury have indicated that neither Matrix Pointe Software, LLC, nor its officers owe any delinquent Monroe County property taxes. The principal officers are:

Joseph J. Whang, Chief Executive Officer
Thomas Coury, Chairman and Chief Software Architect

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,

A handwritten signature in blue ink, appearing to read "Adam Bello", is written over the word "Sincerely,".

Adam J. Bello
Monroe County Executive

AJB:db