



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6427, Version: 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Amend Contract with AJ3 Solutions, LLC, and Catalog and Commerce solutions, LLC for an Electronic Contract Management System

Date: 2/27/2025

Department: CEO

Attending Meeting: Joshua Beams

Submitted By: Joshua Beams

Title: Sr. Policy Analyst

Phone: 518-447-4850

Purpose of Request: Other (State if not Listed) Contract Amendment

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

AJ3 Solutions, P.O. Box 102, Victor, NY 14565 and Catalog and Commerce Solutions 263 East St., Pittsford, NY 14534

Term: (Start/end date or duration) 1/1/25-12/31/28

Amount/Raise Schedule/Fee: \$353,700

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Budget: Yes ☒ No ☐

Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: Enter text. County: 100%

State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.

Revenue Amount: Enter text.

Appropriation Account and Line: A1680 44021

Appropriation Amount: \$353,700

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☐ No ☒

of Response(s): 7

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

The purpose of this request for legislation is to amend contract 2024-2276 with AJ3 Solutions, LLC, and Catalog and Commerce Solutions, LLC for the operations and maintenance of an electronic contract management system.

This request follows a first-year implementation period of September through December that was previously authorized by the Contract Administration Board's approval at its October meeting awarding contract # 2024-2276.

Due to a clerical error by the vendor, \$61,200 was not included in the initial request for contract authorization that went before the CAB. To remediate this in the future, we are requesting authorization for the full cost of the 5 years, \$353,700, as described in contract 2024-2276 as outlined in SCHEDULE A of the contract (attached).

This request is for four one-year terms with a contract period starting January 1, 2025 and ending December 31, 2028.