



## Legislation Text

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**File #: 0641-2023, Version: 1**

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This legislation authorizes the Director of the Department of Technology, on behalf of the Department of Human Resources, to enter into a contract with iReportSource for the renewal of onboarding, hosting services, technical support, and maintenance and support services for the iReport Software system. The original purchase order (PO183044) was established by the Department of Public Service in 2019, and was most recently authorized by Ord. No. 0201-2022, passed on February 7, 2022 through purchase order PO317088. This contract will provide service from April 1, 2023 through March 31, 2024 at a cost of \$109,000.00.

iReport is a risk management software solution used for training, near misses, safety audits, incident reporting, tracking, and investigative purposes. Human Resources, Citywide Occupational Safety and Health Program (COSHIP) is the administrator of the application for the entire City enterprise solution that began in 2021.

iReportSource is the sole provider of hosting services, technical support and maintenance and support services for iReportSource software. As such, this ordinance is being established in accordance with the sole source provisions of the Columbus City Code, Section 329.07.

**EMERGENCY:**

Emergency action is requested to expedite authorization of this contract in order to facilitate and maintain uninterrupted services from the supplier. iReport is a critical risk management software solution used for training, near misses, safety audits, incident reporting, tracking, and investigative purposes, without this timely renewal of onboarding, hosting services, technical support, and maintenance and support services there could be a negative impact adversely affecting the Department of Human Resources, Citywide Occupational Safety and Health Program (COSHIP).

**FISCAL IMPACT:**

In the years 2021 and 2022 respectively, the Department of Technology expended \$120,800.00 and \$109,000.00 with iReportSource for onboarding, hosting services, technical support, and maintenance and support services for the iReport Software system via Ord. Nos.: 1020-2021 and 0201-2022. The cost for this 2023 contract with iReportSource for onboarding, technical support, maintenance and hosting services for the iReport Software system is \$109,000.00. Funds were budgeted and are available within the Department of Technology, Information Services Division, Information Services Operating Fund.

**CONTRACT COMPLIANCE:**

Vendor Name: iReportSource; DAX Vendor Acct./CC#: # 025604; Expiration Date: 2/5/2025

To authorize the Director of the Department of Technology, on behalf of the Department of Human Resources, to enter into a contract with iReportSource for the renewal of onboarding, hosting services, technical support, and maintenance and support services for the iReport Software system in accordance with sole source procurement provisions of the Columbus City Codes; to authorize the expenditure of \$109,000.00 from the Department of Technology, Information Services Division, Information Services Operating Fund; and to declare an emergency. (\$109,000.00)

**WHEREAS**, this legislation authorizes the Director of the Department of Technology, on behalf of the Department of Human Resources, to enter into a contract with iReportSource for the renewal of onboarding, hosting services, technical support, maintenance and support services for the iReport Software system in the amount of \$109,000.00 for the coverage term period from April 1, 2023 through March 31, 2024; and

**WHEREAS**, the original purchase order (PO183044) was established by the Department of Public Service in 2019, and was most recently authorized by Ord. No. 0201-2022, passed on February 7, 2022 through purchase order PO317088; and

**WHEREAS**, iReport is a critical risk management software solution used for training, near misses, safety audits, incident reporting, tracking, and investigative purposes. Human Resources, Citywide Occupational Safety and Health Program (COSHIP) is the administrator of the application for the entire City enterprise solution that began in 2021; and

**WHEREAS**, iReportSource is the sole provider of hosting services, technical support and maintenance and support services for iReportSource software. As such, this ordinance is being established in accordance with the sole source provisions of the Columbus City Code, Section 329.07; and

**WHEREAS**, an emergency exists in the daily operation of the Department of Human Resources where it has become immediately necessary to authorize the Director of the Department of Technology, on behalf of the Department of Human Resources, to enter into a contract with iReportSource for the renewal of onboarding, technical support, maintenance and hosting services for the iReport Software system to avoid interruption in services. iReport is a critical risk management software solution used for training, near misses, safety audits, incident reporting, tracking, and investigative purposes, without this timely renewal of onboarding, hosting services, technical support, and maintenance and support services there could be a negative impact adversely affecting the Department of Human Resources, Citywide Occupational Safety and Health Program (COSHIP); **NOW, THEREFORE:**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Director of the Department of Technology, on behalf of the Department of Human Resources, be and is hereby authorized to enter into a contract with iReportSource for the renewal of onboarding, hosting services, technical support, and maintenance and support services for the iReport Software system, in the amount of \$109,000.00, for the coverage term period from April 1, 2023 through March 31, 2024.

**SECTION 2.** That the expenditure of \$109,000.00, or so much thereof as may be necessary is hereby authorized to be expended as follows in the attachment to this ordinance. **(Please see attachment 0641-2023 EXP):**

**SECTION 3.** That the monies in the foregoing Sections shall be paid upon order of the Director of Technology, and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

**SECTION 4.** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 5.** That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

**SECTION 6.** That this contract is in accordance with the sole source provisions of the Columbus City Codes, Chapter 329.

**SECTION 7.** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten days after passage if the Mayor neither approves nor vetoes the same.