

**State Term Contract
Permission Request**

Date: 2-14-22

State Contract No/URL:

STS033/534577
533272-3 (Hyland Software)

Contract Type:

Waiver of
Competition
Selection

Over \$50,000 XX

Under \$50,000 ____

Requesting Agency:

Building and Zoning
Services

Contact Name:

Cheryl Truesdell

Email:

cltruesdell@columbu

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.

(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

In 2014, the Department of Building and Zoning Services selected Hyland OnBase software for its electronic plan review and document management solution. Hyland was selected because it was a certified partner with Accela, our permitting and inspection software, and the platform provided the ability to store and retrieve millions of pieces of digital content that was to be converted from a large paper repository. The strong relationship between the two products provided for a smooth integration. 3SG Plus was an approved reseller and installer of this software, and had the capability to complete a project that involved the scanning and conversion of over 7 million pieces of paper content into a digital form, stored in perpetuity on the platform. We used STS pricing for this software and for the document management (imaging/conversion services) of our building plans and other records.

Note if this purchase is the continuation of an existing project.

(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

This purchase is a continuation of an existing project, which is the document conversion of all paper permit applications and plans into digital form to be stored in the OnBase platform. This project began in 2014 and was authorized by Ordinance No. 2833-2014. Quotes were not received. The OnBase product (Hyland Software) was chosen based upon its feature set and its ability to act both as an independent document management system and tightly and seamlessly integrate with the existing permitting system utilized by the department. As a dealer of Hyland Software, 3SG Plus LLC (most recently recognized by Ord. 3002-2021 as the sole source provider) can uniquely fulfill both the e-plan solution and document conversion services. Furthermore, the OnBase platform is internally hosted by the Department of Technology who utilizes 3SG Plus for ongoing maintenance and support of the software.

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over \$50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved? Yes s/Sean S Fouts 02_15_22