



City of Columbus

Legislation Report

Office of City Clerk
90 West Broad Street
Columbus OH 43215-9015
columbuscitycouncil.org

File Number: 0236-2024

30 Day

File ID: 0236-2024

Type: Ordinance

Status: Passed

Version: 1

***Committee:** Finance & Governance Committee

File Name: iReportSource 2024 Renewal

File Created: 01/11/2024

Final Action: 02/09/2024

Auditor Cert #: ACPO010243

Auditor: When assigned an Auditor Certificate Number I , the City Auditor, hereby certify that there is in the treasury, or anticipate to come into the treasury, and not appropriated for any other purpose, the amount of money specified hereon, to pay the within Ordinance.

Contact Name/No.: F. Severance 51655

Floor Action (Clerk's Office Only)

Mayor's Action

Council Action

Mayor

Date

Date Passed/ Adopted

President of Council

Veto

Date

City Clerk

Title: 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 Code; and to authorize the expenditure of \$109,000.00 from the Department of Technology, Information Services Division, Information Services Operating Fund. (\$109,000.00)

Sponsors:

Attachments: Quote - iReport 2024 (1), Sole Source - iReport 2024, Sole Source Form, 0236-2024 EXP

Related Files:

History of Legislative File

Ver.	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Columbus City Council	01/29/2024	Read for the First Time				
1	Columbus City Council	02/05/2024	Approved				Pass
1	COUNCIL PRESIDENT	02/05/2024	Signed				
1	ACTING MAYOR	02/08/2024	Signed				
1	CITY CLERK	02/09/2024	Attest				

ODI: Following the review and approval, when required, the Office of Diversity and Inclusion certifies compliance with Title 39 as of date listed.

City Attorney: Following review and approval, when required, this ordinance has been reviewed by the City Attorney's Office as to its form and legality only.

Explanation

This legislation authorizes the Director of the Department of Technology, on behalf of the Department of Human Resources, to renew a contract with iReportSource for technical support, maintenance and hosting for the iReport Software system. This iReport Source software renewal will provide service from April 1, 2024 to March 31, 2025 at a cost of \$109,000.00.

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

iReport Source is the sole provider of hosting services, maintenance and support 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.

Fiscal Impact

In the years 2022 and 2023 respectively, the Department of Technology expended \$109,000.00 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:0201-2022 and 0641-2023. The cost for this 2024 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. **This ordinance is contingent on the passage of the 2024 City of Columbus Operating Budget, Ordinance 3012-2023.**

Contract Compliance

Vendor Name: iReportSource; CC#: 025604, Expiration Date: 1/11/2025

DAX Vendor Account # 025604

Title

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 Code; and to authorize the expenditure of \$109,000.00 from the Department of Technology, Information Services Division, Information Services Operating Fund. (\$109,000.00)

Body

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, 2024 to March 31, 2025; 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. 0641-2023, passed on March 20, 2023 through purchase order PO376503; 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, it has become necessary in the daily operation of the city 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 of 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 service, 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, 2024 through March 31, 2025.

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 of this ordinance. **(Please see attachment 0236-2024 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 this ordinance shall take effect and be in force from and after the earliest period allowed by law.

