

**CITY OF COLUMBUS
BID WAIVER INFORMATION FORM**

TO ACCOMPANY LEGISLATION WHICH WAIVES ANY PROVISIONS OF COLUMBUS CITY CODES CHAPTER 329
(PLEASE LIMIT YOUR RESPONSE TO THIS SHEET)

1. Reasons for waiving City Code bid procedure:

- ☐ emergency breakdown causing unplanned need
 - ☐ item to be purchased is of a perishable nature
 - ☐ need to extend an existing contract
 - ☐ there is not enough time to obtain formal bids to satisfy need
 - ☐ non-price error on either the bidder's or the City's part in the bid proposal
 - ☐ a new law or regulation requires immediate compliance
 - ☒ other Requesting to purchase software, maintenance support, professional services & training
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2. Detailed explanation of reason (must be completed by division):

The Department of Human Resources and the Department of Technology are currently collaborating on the Lawson application related project, formally known as CHRIS (Columbus Human Resource Information System). The Department of Human Resources and the Department of Technology has a need to waive the competitive bid process by allowing the purchase of software, maintenance, technical support, professional services & training from Trivantis Corporation.

In relation to the CHRIS project, there is a milestone need to deliver a web-based training to end users within various City of Columbus departments. In order to deliver this milestone training, software is needed. This training software as related to CHRIS, will align processes and procedures associated with daily operational responsibilities, such as yet not limited to Human Resources (HR), training, payroll, benefits and other CHRIS related functionalities across the City.

Due to the urgent and immediate need to install the software and to allow for the associated training, and to facilitate meeting deadlines and timelines, this legislation request approval to waive the competitive bid process, waiver of Columbus City Code Section 329. HR exercised due diligence for determining what would be suitable for the CHRIS Lawson application, by researching various training software, and obtaining information and quotes, from various vendors.

From the information obtained, the top two companies were Lawson and Trivantis that best met all criteria and had the lowest cost from an evaluation process. Trivantis Corporation was selected, as they offered products and services that will interface with the Lawson (CHRIS) application.

Approval of this waiver will allow the Department of Human Resources to acquire the necessary software, maintenance, support, training and related services, from Trivantis Corporation, as they were the selected vendor out of research completed.

3. Informal procedure used:

- ☐ telephone quotations
- ☒ Internet research and written quotations
- ☐ negotiations
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4. Informal bids received and prices for each:

Lawson

3- Learning Accelerator – Developer License	\$45,000
Learning Accelerator – End User License for up to 100 End Users	\$2,500
Lawson Learning Accelerator Learning Manager	\$25,000
Maintenance Fee	\$7,500
Learning Accelerator Training	<u>\$23,600</u>
Total	\$103,600.00

Trivantis

3- Lectora Professional Publishing Suite (LPPS)	\$6,787.02
Annual Software Technical Support Fee LPPS	\$802.47
Lectora Fundamental Training at Client Site (Fundamentals/Intermediate)	\$6,760.50
Course Mill Learning Management System	\$13,596.72
Course Mill Annual Software Technical Support Fee	\$902.22
Course Mill On-Site Installation	\$1,269.45
Course Mill Training at Client Site (Full Day Session)	\$3,405.45
Shipping and Handling	\$21.00
Total	\$33,544.83

5. If lowest bid was not accepted, explain criteria for award:

ORDINANCE #:

APPROVED BY: Authorized Approval on Corresponding Legislative File

DATE: