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**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)**

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1. In accordance with section 329.27 of the Columbus City Code, City Council may determine that the City's best interest is served by waiving the City Code Formal Bid procedures for the following reason(s): (Note that these reasons are all based on time. Currently, formal bid average completion time is 160 calendar days.)

- ☐ An unanticipated breakdown created an unplanned, emergency need.
- ☐ The item to be purchased is of a perishable nature, the price or availability will perish before the formal bid process can be completed.
- ☐ Need to extend an existing contract for one year or more where no provision for extension was included in the original bid/contract.
- ☐ Need to increase a contract for additional supplies/services, although the original contract obligations have been fulfilled.
- ☐ A new law or regulation requires immediate compliance; there is insufficient time to accomplish formal competitive bidding and satisfy the needs in order to comply.
- ☒ Other: There is not enough time to obtain formally advertised, competitive sealed bids to satisfy the needs because: The City Treasurer's Office is in the midst of transitioning its merchant services and gateway solution from Huntington Merchant Services and Fiserv (First Data) to JP Morgan Chase Bank. Many City merchants employ the use of third-party software and services providers. Such transitions are complicated and require much in the way of IT support such as project management, business analysis, or technical resources. While JP Morgan Chase Bank provides technical expertise for its implementations, the Treasurer's Office needs its own IT support for this citywide effort.

The City Treasurer's Office reached out to the City's Department of Technology (DoT) for technical expertise but DoT was unable to provide the support needed and some project resource needs are still to be determined and will be defined during discovery phase of product implementation.

As the market for technical expertise is competitive, the State IT Staff Augmentation Contract offers the best opportunity for the Treasurer's Office to obtain this expertise. It is hoped that the addition of technical expertise will enable the Treasurer's Office to provide assistance to City merchants for the forthcoming implementations as well as documentation of business processes, solutions assistance, problem-solving and other needed expertise. The contract is competitive and, if the contract employee is needed on an ongoing basis, a contractor to direct hire is possible.

It is therefore in the City's best interests to authorize the City Treasurer to waive competitive bidding in order to enter into contract with OST, Inc. (or the current contract provider) for IT Staff Augmentation.

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2. Informal bid procedure used: ☐ Yes ☐ No Explain:

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**3. Informal bids received and prices for each:**

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**4. If lowest bid was not accepted, Explain:**

To be collected from State term schedules.

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**Ordinance No.:1464-2024**

**Approved By: Authorized Approval on Corresponding Legislative File**

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