

**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 additional licenses, maintenance, professional services & training

2. Detailed explanation of reason (must be completed by division):

The Department of Technology has a need to waive the competitive bid process by allowing the purchase of additional Intellivue document management system licenses, maintenance, professional services and training from local vendor, Intellinetics. The Department of Human Resources previously purchased licenses and professional services from Intellinetics and currently has 13 Intellivue licenses in use. Intellinetics also provided maintenance which includes on-site support as needed. Additional licenses are needed for expanded users due to the added functionality provided by the Lawson application, formally known as CHRIS (Columbus Human Resource Information System). Intellinetics will provide professional services to implement functionality to expanded users. These services include working with users to design, develop, test and deploy needed imaging applications, working with Lawson to establish Remote Data Acquisition links to tie system to CHRIS, and end user and system administrator training to include system manuals. The Department of Technology requests authorization to waive the competitive bidding provisions of City code and to purchase additional Intellivue licenses from Intellinetics, Inc.

3. Informal procedure used:

- telephone quotations
- written quotations
- negotiations

4. Informal bids received and prices for each:

Intellinetics Inc.
50 user Intellivue licenses: \$750 per seat = \$37,500
Professional Services to Implement Intellivue: \$25,000.00
Annual maintenance is 15% of the license fee: \$5625.00

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

ORDINANCE #:

APPROVED BY:

Authorized Approval on Corresponding Legislative File

DATE: