



## Legislation Text

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**File #:** 1565-2010, **Version:** 1

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This ordinance authorizes an extension of an existing contract for temporary staffing services for the preparation and imaging of tax documents in the Office of the City Auditor, Division of Income Tax.

The implementation of the imaging application within the Income Tax Division has demonstrated the need for staff specifically dedicated to the preparation, scanning and verification of tax documents. This issue was raised during the Budget process and in lieu of an increase in authorized strength, the Division was granted funds for temporary employees in these positions during 2008, 2009 and again in 2010. During this time a single vendor has provided services based upon the outcome of the original 2007 bid solicitation. In order to ensure that the Division and the City of Columbus has the best services and pricing, this service will be again formally bid. For this reason it is necessary to extend the term of the contract funded by PO EL009322 to ensure continuity in service prior to the award of contract following the formal bid. It has been determined that an extension of term through and including February 15, 2011 will provide sufficient time to accommodate the implementation of a new contract. Additional funding will not be required.

### **Background:**

The Division of Income Tax implemented an imaging and workflow application to automate the processing of tax documents calling for the preparation of documents received as well as those previously filed to facilitate scanning images thereof. Additional staffing was required to initiate and maintain this process and, as the Division is currently at authorized strength, there arose a need for temporary staffing services to assist with the preparation of documents to be scanned as well as with the scanning of those documents. Abacus Corporation has provided staffing services for the Division since September 2007. In order to ensure that the Division and the City of Columbus has the best services and pricing, this service will be again formally bid. For this reason it is necessary to extend the term of the contract funded by PO EL009322 to ensure continuity in service prior to the award of contract following the formal bid. It has been determined that an extension of term through and including February 15, 2011 will provide sufficient time to accommodate the implementation of a new contract. Additional funding will not be required. Abacus Corporation's contract compliance number is 52-0554932 expiring on 7/01/2011.

### **Fiscal Impact:**

Funds are available from PO EL009322. No additional funds requested.

To authorize and direct the City Auditor to modify and extend an existing contract with Abacus Corporation for temporary staffing services for imaging preparation and scanning for the Office of the City Auditor, Division of Income Tax; and to declare an emergency (0).

WHEREAS, the Division of Income Tax requires temporary staffing services to assist with the preparation of documents to be imaged as well as scanning those documents; and,

WHEREAS, the Division of Income Tax solicited bids for temporary staff services and the bid was awarded to Abacus Corporation as the lowest responsive bidder in September 2007 for \$20,000, followed by modifications approved by this Council to increase the maximum obligation in November 2007 by \$32,000, in March 2008 by \$90,000, and in April 2009 by \$90,000. Total obligation of \$232,000; and,

WHEREAS, the work of document preparation and scanning by experienced temporary service staff members is ongoing and required to maintain the timely and efficient processing of tax documents within the Division of Income Tax; and,

WHEREAS, an emergency exists in the usual operation of the Office of the Auditor, Division of Income Tax in that to ensure productivity of the imaging staff, to avoid the retraining of new temporary staff, and to ensure the timely processing of tax returns; there is an immediate need to provide additional funding to the extant service contract; now therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the City Auditor be and is hereby authorized and directed to extend an existing contract with Abacus Corporation for temporary staffing services.

SECTION 2. That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten days after passage if the Mayor neither approves nor vetoes the same.