



# City of Columbus

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

## Legislation Text

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**File #: 1168-2024, Version: 1**

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This ordinance authorizes the Director of the Department of Technology (DoT) to renew a contract with 3SG Plus, LLC, a dealer of Hyland OnBase Software, for continued maintenance and support services for OnBase Software. OnBase is a document and data management tool, used by multiple city agencies for a variety of purposes. User departments include Building and Zoning Services, Health, Public Utilities, Public Service and Human Resources. The term of this contract is one year, beginning on July 1, 2024 and ending on June 30, 2025 at a cost of \$173,244.32. This agreement was most recently authorized by Ordinance No. 1301-2023, which passed on May 24, 2023.

On April 10, 2023, RFQ024186 was opened for the above-described services. Two bids were submitted: 3SG Plus, LLC with a bid submission of \$176,311.90 and EDocs, with a bid submission of \$218,118.00. DoT awarded the bid to 3SG Plus, LLC as the lowest, responsive bidder. This original contract included three optional one-year renewals, subject to the approval of City Council. This ordinance authorizes the first of the three optional one-year renewals.

Finally, this ordinance authorizes the expenditure of \$173,244.32 for the above-described purpose.

### **CONTRACT COMPLIANCE**

Vendor: 3SG Plus, LLC

DAX Vendor Acct. #: 019867

Expiration Date: 10/31/2025

### **FISCAL IMPACT**

Funds for this contract renewal are budgeted and available in the Information Services Division Operating Fund, Fund 5100.

### **EMERGENCY**

Emergency designation is sought to ensure that the noted contract is in place by the expiration date. Expiration of the contract would cause various departments to lose access to the OnBase application, critical for daily operations.

To authorize the Director of the Department of Technology to renew a contract with 3SG Plus, LLC, a dealer of Hyland OnBase Software, on behalf of various city departments, for maintenance and support of the OnBase Software; and to authorize the expenditure of \$173,244.32 from the Department of Technology, Information Services Division, Information Services Operating Fund; and to declare an emergency. (\$173,244.32)

**WHEREAS**, the Department of Technology seeks to continue to receive OnBase Software maintenance and support services on behalf of the Departments of Building and Zoning Services, Health, Public Utilities, Public Service and Human Resources; and

**WHEREAS**, 3SG Plus, LLC was the lowest, responsive bidder to RFQ024186, which was opened on April 10, 2023; and

**WHEREAS**, Ordinance 1301-2023 authorized entering into contract with 3SG Plus, LLC: and

**WHEREAS**, the above-mentioned contract authorized three one-year renewals; and

**WHEREAS**, the Department of Technology desires to renew the contract authorized by Ordinance 1301-2023; and

**WHEREAS**, the contract renewal authorized by this ordinance will be for a term of one year, beginning on July 1, 2024 and ending on June 30, 2025 at a cost of \$173,244.32; and

**WHEREAS**, an emergency exists in the Department of Technology in that it is immediately necessary to authorize the Director of the Department of Technology to enter into contract with 3SG Plus, LLC for maintenance and support of OnBase Software, for the immediate preservation of the public health, peace, property, and safety; **NOW, THEREFORE**,

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

**SECTION 1.** That the Director of the Department of Technology, be and is hereby authorized to renew a contract with 3SG Plus, LLC for maintenance and support of OnBase Software, for a period of one year, beginning on July 1, 2024 and ending on June 30, 2025, at a cost not to exceed \$173,244.32.

**SECTION 2.** That the expenditure \$173,244.32, or so much thereof as may be necessary, is authorized to be expended as follows in the attachment to this ordinance. (See 1168-2024EXP)

**SECTION 3.** 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 4.** That the funds necessary to carry out the purpose of this ordinance are deemed appropriate, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 5.** That for the 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.