



## Legislation Text

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**File #: 0481-2008, Version: 1**

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This ordinance authorizes an increase in the obligation 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. In order to maintain current productivity and continue to automate the movement of documents for the audit process, it is prudent that the Division retain the temporary staff positions currently assigned to assist in the preparation and scanning processes. The Office of the Auditor, Income Tax Division processed a bid for temporary services (SO026325) via the vendor services website where all vendors registered for the commodity of temporary staffing services were solicited and three (3) bids were received. We received bids from 1. Dawson Personnel Systems @ \$12.60 per hour 2. Abacus Corporation @12.15 per hour 3. Overstreet Financial Group Services - non responsive. Abacus Corporation was deemed the lowest and most responsive bid. This legislation will modify and increase the existing contract for temporary staffing services with Abacus Corporation.

### **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 maintain productivity and in an effort to not waste resources and compromise production with retraining new staff, the Office of the City Auditor, Division of Income Tax requests increasing the existing contract with Abacus Corporation. Abacus Corporation's contract compliance number is 52-0554932 expiring on 8/28/2009.

### **Fiscal Impact:**

Funds are available in the 2008 budget from the general fund in the amount of \$90,000.

To modify, increase 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; to authorize the expenditure of \$90,000; and to declare an emergency (\$90,000).

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, then a modification to increase the maximum obligation in November 2007 in the amount of \$32,000 was approved by this Council, and this request for an increase in the amount of \$90,000, results in a total obligation of \$142,000; 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 modify, increase and extend an existing contract with Abacus Corporation for temporary staffing services.

SECTION 2. That the expenditure of \$90,000.00 or so much thereof as may be necessary is hereby authorized from Department 22-02, General Fund 01-100, Character 03, Minor Object 3296, Index Code 220202, to pay the cost thereof.

SECTION 3. 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.