



Legislation Details (With Text)

File #: 2525-2013 **Version:** 1

Type: Ordinance **Status:** Passed

File created: 10/23/2013 **In control:** Technology Committee

On agenda: 12/2/2013 **Final action:** 12/5/2013

Title: To authorize the Director of the Department of Technology to enter into a contract with Advizex Technologies, for implementation of an information archive system; to authorize the expenditure of \$57,859.00 from the Department of Technology, Information Services Division, Internal Service Fund and \$263,618.00 from the Information Services Bond Fund; and to declare an emergency. (\$321,477.00)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit A Information Archive System 2013, 2. SourceOne_Email_Management_Columbus_proposal_082313_final, 3. Award Letter Information Archive System 2013 (2)

Date	Ver.	Action By	Action	Result
12/5/2013	1	CITY CLERK	Attest	
12/4/2013	1	MAYOR	Signed	
12/2/2013	1	COUNCIL PRESIDENT	Signed	
12/2/2013	1	Columbus City Council	Approved	Pass

BACKGROUND:

This ordinance authorizes the Director of the Department of Technology to enter into a contract with Advizex Technologies for implementation of an information archive system. The City does not currently have an enterprise technology solution for managing aged digital information. A solution is required in order to reduce the load on backup systems and more efficiently utilize data storage infrastructure. The City anticipates the following benefits as a result of the implementation of this solution: reduced load on backup system, reduced use of more expensive storage infrastructure, reduction of liability by automated enforcement of record retention policies, reduction in email archives stored on difficult to access workstation drives, reduction in effort to fulfill public records requests. This contract will provide for software, services, and training to bring the system fully operational, and to train City personnel in its best use, in order to keep the system fully functional throughout its expected life span of at least five years. The term of this contract is for one year from the date of a purchase order certified by the City Auditor. By mutual agreement and approval of proper City authorities, the agreement can be renewed for four (4) additional one year terms. The cost for the first one year term of the agreement is \$321,477.00 which entails (software Licenses - \$171,478.00, software maintenance and support- \$39,255.00, implementation professional services - \$92,140.00 and training services - \$18,604.00).

To procure the system, a Request for Proposals (SA005020) was published June 18, 2013. The solicitation received six (6) proposals, which were scored by an evaluation committee of five (5) employees of the Department of Technology. Each committee member scored the proposals, using the following criteria: competence of the offeror (up to 10 points), quality and feasibility of proposed software and services (40 points), ability of the offeror (10 points), past performance of the offeror (15 points), and total cost of ownership (25 points).

Based on the first round of scoring, the committee invited four vendors for additional discussions and demonstrations of their proposed solutions. Based on the additional information provided, the committee re-scored the finalist proposals using the same criteria outlined above. See attachment - Award Recommendation Letter for the final ranking of proposals.

The committee recommended the highest scoring offeror - Advizex - to the Director of the Department of Technology. A contract has been successfully negotiated with the vendor, following further discussions and clarifications to the original proposal. The Director concurred with the committee's recommendation.

FISCAL IMPACT:

The total cost associated with this legislation is \$321,477.00. Funds totaling \$321,477.00 for this purchase were identified and are available within the Department of Technology, Information Services Division, Internal Service Fund (\$57,859.00) and Capital Improvement Bond Fund (\$263,618.00).

EMERGENCY:

Emergency action is requested to expedite authorization of this contract in order to initiate services from the supplier at the prices proposed.

CONTRACT COMPLIANCE:

Vendor Name: Advizex Technologies

C.C#/F.I.D#: 37 - 1504931

Expiration: 07/05/2014

To authorize the Director of the Department of Technology to enter into a contract with Advizex Technologies, for implementation of an information archive system; to authorize the expenditure of \$57,859.00 from the Department of Technology, Information Services Division, Internal Service Fund and \$263,618.00 from the Information Services Bond Fund; and to declare an emergency. (\$321,477.00)

WHEREAS, this legislation authorizes the Director of the Department of Technology to enter into a contract with Advizex Technologies for implementation of an information archive system; and

WHEREAS, the City does not currently have an enterprise technology solution for managing aged digital information. A solution is required in order to reduce the load on backup systems and more efficiently utilize data storage infrastructure; and

WHEREAS, to procure the system, a Request for Proposals (SA005020) was published June 18, 2013. The solicitation received six (6) proposals, which were scored by an evaluation committee of five (5) employees of the Department of Technology. The committee recommended the highest scoring offeror - Advizex - to the Director of the Department of Technology. A contract has been successfully negotiated with the vendor, following further discussions and clarifications to the original proposal. The Director concurred with the committee's recommendation; and

WHEREAS, the term of this contract is for one (1) year from the date of a purchase order certified by the City Auditor. By mutual agreement and approval of proper City authorities, the agreement can be renewed for four (4) additional one year terms. The cost for the first one year term of the agreement is \$321,477.00 consisting of (software Licenses - \$171,478.00, software maintenance and support- \$39,255.00, implementation professional services - \$92,140.00 and training services - \$18,604.00). ; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Technology, in that it is immediately necessary for the Director of the Department of Technology to enter into a contract with Advizex Technologies for implementation of an information archive system and for the immediate preservation of the public health, peace, property, safety and welfare; now, therefore:

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

SECTION 1: That the Director of the Department of Technology, is authorized to enter into a contract with Advizex Technologies, for implementation of an information archive system. The term of this contract is for one (1) year from the date of a purchase order certified by the City Auditor. By mutual agreement and approval of proper City authorities, the agreement can be renewed for four (4) additional one year terms. The cost for the first one year term of the agreement is \$321,477.00.

SECTION 2: That the expenditure of \$321,477.00 or so much thereof as may be necessary is hereby authorized to be expended from the Department of Technology, Information Services Division, Internal Service Fund (\$57,859.00), and Capital Improvement Bond Fund (\$263,618.00), is hereby authorized as follows:

Div.: 47-02|**Fund:** 514|**Subfund:** 002|**Project Name:** Enterprise System Upgrades Project| **Project No.:** 470047-100000|
Project OCA: 514047| **Obj. Level 1:** 06|**Obj. Level 3:** 6655|**Amount:** \$171,478.00 {Software Licenses}

Div.: 47-02|**Fund:** 514|**Subfund:** 002|**Project Name:** Enterprise System Upgrades Project| **Project No.:** 470047-100000|
Project OCA: 514047| **Obj. Level 1:** 06|**Obj. Level 3:** 6655|**Amount:** \$92,140.00 {Professional Services}

Dept./Div.: 47-02| **Fund:** 514| **Sub-fund:** 001| **OCA Code:** 470202| **Obj. Level 1:** 03| **Obj. Level 3:** 3339| **Amount:** \$39,255.00| {Software maintenance & Support}

Dept./Div.: 47-02| **Fund:** 514| **Sub-fund:** 001| **OCA Code:** 472417| **Obj. Level 1:** 03| **Obj. Level 3:** 3331| **Amount:** \$18,604.00| {Training Services}

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

SECTION 4: 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 5: That the City Auditor is hereby authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the Department administering said project that the project has been completed and the monies are no longer required for said project.

SECTION 6: 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 approved nor vetoes the same.