



## Legislation Details (With Text)

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**Type:** Ordinance      **Status:** Passed

**File created:** 8/30/2016      **In control:** Health & Human Services Committee

**On agenda:** 9/19/2016      **Final action:** 9/22/2016

**Title:** To authorize the Director of Finance and Management, on behalf of Columbus Public Health, to modify a Purchase Order for the purchase of an electronic document imaging and records storage system from two PRIME AE Group, Inc. State of Ohio, State Term Schedules; to authorize the expenditure of \$24,928.20 from the Health Department Grants Fund; and to declare an emergency. (\$24,928.20)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. ORD2220-2016DAX

Date	Ver.	Action By	Action	Result
9/22/2016	1	CITY CLERK	Attest	
9/21/2016	1	MAYOR	Signed	
9/19/2016	1	COUNCIL PRESIDENT	Signed	
9/19/2016	1	Columbus City Council	Approved	Pass

**BACKGROUND:** Columbus Public Health and its Vital Statistics Office is in the process of transitioning their birth and death records to a new document management system that was purchased from PRIME AE Group, Inc. PRIME AE Group continues to work on the migration of documents provided by Streamline Health, the current vendor. It is estimated that an additional 132 hours, or \$24,928.20, will be required to successfully complete the migration and needed configurations, along with providing training to Vital Statistics Staff. This ordinance authorizes the Director of Finance and Management to modify Purchase Order FL006429 by providing 132 hours of supplemental work and an additional \$24,928.20 to the P.O. for a total amount not to exceed \$186,864.00.

Columbus Public Health's Vital Statistics Program serves as a dual registration office for all of Franklin County and the City of Columbus birth and death events. The Vital Statistics Office must file and register birth and death certificates in compliance with Ohio Law, assist customers in timely correction of birth and death certificate errors, provide timely and accurate birth and death certificates to all applicants when requested, assist law enforcement with flagging birth certificates of missing children, and provide internal and external customers with statistical aggregate birth and death data when requested. Electronic data and document management partnered with document scanning, and operational workflow provides full end-to-end processing of birth and death records.

Ord. No. 2920-2015, approved by City Council on December 7, 2015, authorized the Director of Finance and Management to establish purchase orders with PRIME AE Group, Inc., for the purchase of an automated vital records system that included a document and imaging management system and the associated software, license, maintenance and support services for the Vital Statistics Office at Columbus Public Health for an amount not to exceed \$182,000.00. In order to maintain quality of service and keep up with the growing demand for vital records, Vital Statistics needed to update its current record-keeping and imaging system. This purchase was necessary because the current application that is being used for imaging or document management will no longer be supported by the vendor, Streamline Health, at the end of the current contract on September 22, 2016.

The City's Department of Technology (DoT) conducted a thorough assessment of the business processes of the Vital Statistics Office to identify and document requirements for potential replacement of its current record-keeping and imaging system. DoT believes that the PRIME AE Group, Inc., is the best vendor to meet the needs of the Vital Statistics Office. The software provided by PRIME AE Group, Inc., has been adopted by DoT to be the City-wide enterprise solution for electronic records management. Two other City departments, Public Service and Building and Zoning Services, are already utilizing the document managing system provided by PRIME AE Group, Inc.

Ordinance No. 582-1987 authorized the City of Columbus to purchase from State of Ohio cooperative purchasing contracts which may be bid or negotiated by the State. This legislation authorizes the Director of Finance and Management to modify purchase order FL006429 for the provision additional support services for the electronic document imaging and records storage system from two PRIME AE Group, State of Ohio, State Term Schedules: PRIME AE Group, State Term Schedule # 800071-2, expiring 8/31/2017; and PRIME AE Group, a dealer of Hyland OnBase, State Term Schedule # 533272-3, expiring 3/31/2017. This particular contract was not bid but was negotiated.

### **FISCAL IMPACT:**

Funding for this purchase, in the amount of \$24,928.20, is available within the Health Department Grants Fund, Fund No. 2251, within the State Health Subsidy Grant Program, Project No. G508001.

### **EMERGENCY DESIGNATION:**

Emergency designation is being requested to immediately facilitate this purchase, as the vital statistics record management system, and the associated software, license, maintenance and support services being purchased are crucial to the daily operations of Columbus Public Health and a new system must be in place when the current contract expires on September 22, 2016.

### **CONTRACT COMPLIANCE:**

The contract compliance number for PRIME AE Group, Inc. is 26-0546656 and expires 10/30/2017. Searches of the System of Award Management (Federal) and the Findings for Recovery list (State) produced no findings against PRIME AE Group, Inc.

To authorize the Director of Finance and Management, on behalf of Columbus Public Health, to modify a Purchase Order for the purchase of an electronic document imaging and records storage system from two PRIME AE Group, Inc. State of Ohio, State Term Schedules; to authorize the expenditure of \$24,928.20 from the Health Department Grants Fund; and to declare an emergency. (\$24,928.20)

**WHEREAS**, in order to maintain quality of service and keep up with the growing demand for vital records, the Board of Health is updating its current record-keeping and imaging system for its Vital Statistics Program; and

**WHEREAS**, this purchase was necessary because the current application that is being used for imaging and document management will no longer be supported by the vendor, Streamline Health, at the end of the current contract; and

**WHEREAS**, the City's Department of Technology (DoT) conducted a thorough assessment of the business processes of the Vital Statistics Office to identify and document requirements for potential replacement of its current record-keeping and imaging system and DoT determined that the PRIME AE Group, Inc., was the best vendor to meet the needs of the Vital Statistics Office; and,

**WHEREAS**, the software provided by PRIME AE Group, Inc., has been adopted by DoT to be the City-wide enterprise solution for electronic records management and two other City departments, Public Service and Building and Zoning Services, are already utilizing the document managing system provided by PRIME AE Group, Inc.; and,

**WHEREAS**, there are two State of Ohio cooperative purchasing contracts established and available for the provision of imaging services from PRIME AE Group, State of Ohio, State Term Schedules (STS): PRIME AE Group, State Term Schedule # 800448, expiring 8/31/2017; and PRIME AE Group, a dealer of Hyland OnBase, State Term Schedule # 533272-3-6, expiring 3/31/2017; and

**WHEREAS**, additional support services are needed from PRIME AE Group to successfully complete the migration and needed configurations, along with providing training to Vital Statistics Staff; and

**WHEREAS**, it is necessary to modify Purchase Order FL006429 with PRIME AE Group by providing 132 hours of supplemental work and an additional \$24,928.20 to the P.O. for a total amount not to exceed \$186,864.00; and

**WHEREAS**, an emergency exists in the daily operations of Columbus Public Health in that it is immediately necessary for the Director of Finance and Management, on behalf of Columbus Public Health, to modify Purchase Order FL006429 for the purchase of an electronic document imaging and records storage system for the City's Vital Statistics Program thereby preserving 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 Finance and Management, on behalf of Columbus Public Health, be and is hereby authorized to modify Purchase Order FL006429 with PRIME AE Group, Inc., per the State Term Schedule, for the purchase of additional support services related to the installation of an automated vital statistics record management system and the associated software, license, maintenance and support services for an additional \$24,928.20 and a new total amount not to exceed \$186,864.00.

**SECTION 2.** That, to pay the costs of said contract modification, the expenditure of \$24,928.20, or so much thereof as may be necessary, is hereby authorized from the Health Department Grants Fund, Fund No. 2251, Department of Health, Division No. 50-01, per the account codes in the attachment to this ordinance.

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