



Legislation Text

File #: 1320-2013, **Version:** 1

The Division of Police was granted funding from the U.S. Department of Justice, Bureau of Justice Assistance to be administered through the Franklin County Office of Homeland Security and Justice Programs to purchase a Time and Attendance System. Currently, the Division uses a highly manual and cumbersome set of processes and procedures to collect time and attendance information in order to complete payroll every two weeks for approximately 2,200 employees. This new software system will allow for the automated/electronic processing of timesheet information, leave and overtime requests, personnel data and scheduling, job postings, and standardized reporting among many other features. An increased level of data accuracy, accessibility, accountability, transparency, and security related to the Division's personnel transactions will be gained through the purchase and use of this system.

This project is being funded by a portion of the FY2010 Justice Assistance (JAG) Grant (10-JAG-2011) and the FY2012 Edward Byrne Memorial Justice Assistance (JAG) Grant (12-JAG-1000). The total cost of the Time and Attendance System software is \$264,212.00, of which \$228,436.00 will be funded by the JAG Grants and \$35,776.00 will be funded through the Public Safety Voted Bond Fund. The \$264,212.00 includes the purchase of the software package (\$178,000) with the addition of one year of maintenance as well as the costs associated with the integration of existing software applications and data migration. Necessary equipment purchases, mostly related to high speed, commercial grade scanning equipment will be made separately using the remainder of the grant funds.

Request for Technical Proposal Information: After a pre-qualification process (a Request for a Statement of Qualifications) administered through the City's Purchasing Office, the Division solicited five vendors (2 MBE's, 1 FBE, and 2 MAJ's) to respond to a Request for Technical Proposal, Solicitation No. SA004597. This solicitation was opened on February 8, 2013. Three written proposals were received by the deadline from the following:

Right Stuff	\$500,800.00 (MAJ)
InTime Solutions Inc.	\$243,500.00 (MAJ)
Orion Communications	\$178,000.00 (FBE)

A committee of Police Division and Department of Technology personnel reviewed the proposals and recommended Orion Communications' proposal as the best, most responsive.

This company is not debarred according to the System for Award Management or prohibited from being awarded a contract according to the Auditor of State unresolved findings for recovery certified search.

Emergency Designation: Emergency legislation is requested in order to meet grant deadlines.

Contract Compliance Number: 75-2768150 expires on 1/25/2015

FISCAL IMPACT: The purchase of the Time and Attendance System is partially funded with JAG grants. The remaining balance will be funded with the Department of Public Safety's Voted Bond Fund.

To authorize and direct the Director of Public Safety to enter into contract for the acquisition of the Time and Attendance System with Orion Communications for the Division of Police; to amend the 2013 Capital Improvement Budget; to

authorize the City Auditor to transfer funds within the Public Safety Voted Bond Fund and within the General Government Grant Fund; to authorize the expenditure of \$264,212.00 from the General Government Grant Fund and the Public Safety Voted Bond Fund; and to declare an emergency. (\$264,212.00)

WHEREAS, the Division of Police is in need of a Time and Attendance System to automate and electronically track and post personnel transactions; and

WHEREAS, the Division of Police was awarded grants from the Franklin County Office of Homeland Security and Justice Programs for this project, and the Division of Police budgeted money in the Capital Improvement Budget for the balance of the cost; and

WHEREAS, after a pre-qualification process was conducted, five vendors were invited to submit a response to a Request for Technical Proposals, which opened on February 8, 2013; and

WHEREAS, Orion Communications was deemed the best, most responsive technical proposal received by a committee made up of both Division of Police and Department of Technology personnel; and

WHEREAS, the Division of Police is requesting the Public Safety Director enter into a contract with Orion Communications for the acquisition of the Time and Attendance System by utilizing the General Government Grant Fund and the Public Safety Voted Bond Fund; and

WHEREAS, an amendment to the 2013 Capital Improvement Budget is necessary, as is a transfer of funds within Public Safety's Voted Bond Fund and the General Government Grant Fund in order to align the budgets and existing cash with this expenditure; and

WHEREAS, an emergency exists in the usual daily operation of the Division of Police, Department of Public Safety, in that it is immediately necessary for the purchase of a Time and Attendance System for the Division of Police to meet grant deadlines and for the preservation of the public peace, property, health, safety and welfare; now therefore

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS

SECTION 1. That the Director of Public Safety be and is hereby authorized and directed to enter into a contract for the purchase of a Time and Attendance System from Orion Communications.

SECTION 2. That the 2013 Capital Improvement Budget be amended as follows:

<u>Project</u> <u>Change</u>	<u>Fund</u>	<u>Current</u>	<u>Revised</u>
310106-100000 Sirens (Carryover)	701		\$68,947
\$33,171 (35,776)			
330036-100002 Police Equipment-Time & Attendance/Personnel System		701	
\$375,000 \$410,776		35,776	

SECTION 3. That the City Auditor be and is hereby authorized and directed to transfer funds within Public Safety's Voted Bond Fund (Fund 701) as follows:

From: Project Name; Sirens|Project Number; 310106-100000|OCA Code; 644518| OL1; 06| OL3 6644|Amount; \$35,776.00

To: Project Name;Police Equipment-Time & Attendance/Personnel System| Project #;330036-100002| OCA;701362|| OL1; 06| OL3; 6649| Amount; \$35,776.00

SECTION 4. That the City Auditor is authorized and directed to cancel document EA008910 in the amount of \$25,000.00.

SECTION 5. The the City Auditor be and is hereby authorized and directed to transfer funds within the General Government Grant Fund (Fund 220) as follows:

From: Division 30-03; OCA 331023; Grant 331023; OL1 03; OL3 3337; \$25,000.00

To: Division 30-03; OCA 331023; Grant 331023; OL1 06; OL3 6649; \$25,000.00

SECTION 6. That the expenditure of \$264,212.00, or so much thereof as may be necessary, be and is hereby authorized as follows:

<u>Dept.</u>	<u>Fund</u>	<u>OCA</u>	<u>Grant</u>	<u>Project</u>	<u>OBJ Level (1)</u>	<u>OBJ Level (3)</u>	
<u>Amount</u>							
3003	220	331023	331023	-----	06	6649	\$25,000.00
3003	220	331302	331302	-----	06	6649	\$203,436.00
3003	701	701362	-----	330036-100002	06	6649	\$35,776.00

SECTION 7. 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 8. 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 and to make any accounting changes necessary to ensure that this contract is properly accounted for and recorded accurately on the City's financial records.

SECTION 9. 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 10. At the end of the grant period, any repayment of unencumbered balances required by the grantor is hereby authorized and any unused City match monies may be transferred back to the City fund from which they originated in accordance with all applicable grant agreements.

SECTION 11. 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.