



## Legislation Text

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**File #: 0383-2014, Version: 1**

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This ordinance authorizes the Office of the City Auditor, Division of Income Tax to enter into a contract for temporary staffing services for data entry and the preparation and imaging of tax documents in the year 2014. 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 formal bid for temporary services (SA005272) and ten (10) bids were received. Point Plus Personnel was deemed the lowest and most responsive bid. This legislation will authorize the contract and expenditure of \$70,000 for temporary staffing services with Point Plus Personnel.

### **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. Seasonal increases in documents reviewed by the division call for flexible staffing levels in the support area. 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 funding for a new contract with Point Plus Personnel. Point Plus Personnel's contract compliance number is 272060588 expiring on 3/8/2014.

### **Fiscal Impact:**

Funds are available in the 2014 budget from the general fund in the amount of \$70,000.

To authorize the Office of the City Auditor, Division of Income Tax to enter into a contract with Point Plus Personnel for temporary staffing services for imaging preparation and scanning; to authorize the expenditure of \$70,000.00 from the General Fund; and to declare an emergency. (\$70,000.00)

**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 Point Plus Personnel as the lowest, responsive bidder in February 2014 for \$70,000; 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 funding to a new 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 enter into contract with Point Plus Personnel for temporary staffing services.

**SECTION 2.** That the expenditure of \$70,000.00 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.