



## Legislation Text

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**File #: 2737-2014, Version: 1**

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### **BACKGROUND:**

This ordinance authorizes the Director of the Department of Technology to enter into an agreement with Ascend Software for document management system software and associated professional services. The City requires a document management solution to support the Columbus Human Resources Information System (CHRIS) and other City business processes, including Human Resources Risk Management. The agreement will provide for software licensing, first year software maintenance and support (an ongoing annual cost) and professional services to implement the system. The term of the agreement will be for one year from the date of a purchase order certified by the City Auditor. The total cost is \$203,300.00, reflecting a discount of \$126,850.00 from standard pricing.

To procure these services, the CHRIS project committee reviewed three vendor solutions who have provided document management solutions to Infor Human Resource Management (software solution for CHRIS) customers. Solutions were evaluated based on their ability to integrate with CHRIS workflows and screens. Ascend was selected as the only solution that satisfied all requirements for CHRIS integration.

This ordinance also requests waiver of competitive bidding provisions in accordance with Columbus City Code section 329.27. To avoid further delays in implementing the CHRIS system, there is an immediate need to obtain a document management solution that can be integrated with the CHRIS system.

### **EMERGENCY DESIGNATION:**

Emergency action is requested to expedite authorization of these contracts and initiate services from the supplier at the price offered that is discounted until 12/19/2014; to continue with services that are necessary to support daily operations.

### **FISCAL IMPACT:**

Approval of this ordinance will allow for funding in the amount of \$203,300.00. The cost for the document management system software and associated professional services is net \$203,300.00, initial cost before discount (\$330,150.00) minus discount (\$126,850.00). The funds for this expenditure are available as identified in the Department of Technology, Information Services Division, Internal Service Fund, third quarter review.

### **CONTRACT COMPLIANCE NUMBER:**

Vendor Name: Ascend Software      CC#: 33-0765486

Expiration Date: 11/12/2016

To authorize the Director of the Department of Technology to enter into a contract agreement with Ascend Software for document management system software and associated professional services associated with the Columbus Human Resources Information System (CHRIS); to waive the competitive bidding provisions of the Columbus City Code; to authorize the expenditure of \$203,300.00 from the Department of Technology, Information Services Division, Internal Service Fund; and to declare an emergency. (\$203,300.00)

**WHEREAS**, this ordinance authorizes the Director of the Department of Technology to enter into an agreement with Ascend Software for document management system software and associated professional services. The City requires a document management solution to support the Columbus Human Resources Information System (CHRIS) and other City

business processes, including Human Resources Risk Management; and

**WHEREAS**, to procure these services, the CHRIS project committee reviewed three vendor solutions who have provided document management solutions to Infor Human Resource Management (software solution for CHRIS) customers. Solutions were evaluated based on their ability to integrate with CHRIS workflows and screens. Ascend was selected as the only solution that satisfied all requirements for CHRIS integration; and

**WHEREAS**, the agreement will provide for software licensing, first year software maintenance and support (an ongoing annual cost) and professional services to implement the system. The term of the agreement will be for one year from the date of a purchase order certified by the City Auditor. The total cost is \$203,300.00, reflecting a discount of \$126,850.00 from standard pricing; and

**WHEREAS**, this ordinance also requests waiver of competitive bidding provisions in accordance with Columbus City Code section 329.27. To avoid further delays in implementing the CHRIS system, there is an immediate need to obtain a document management solution that can be integrated with the CHRIS system; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Technology in that it is immediately necessary to authorize the Director to enter into an agreement with Ascend Software for document management system software and associated professional services associated with the Columbus Human Resources Information System (CHRIS), thereby preserving the public health, peace, property, safety, and welfare; now, therefore:

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

**SECTION 1:** That the Director of the Department of Technology be and is hereby authorized to enter into an agreement with Ascend Software for document management system software and associated professional services associated with the Columbus Human Resources Information System (CHRIS). The agreement will provide for software licensing, first year software maintenance and support (an ongoing annual cost) and professional services to implement the system. The term of the agreement will be for one year from the date of a purchase order certified by the City Auditor. The total cost is \$203,300.00, reflecting a discount of \$126,850.00 from standard pricing.

**SECTION 2:** That the expenditure of \$203,300.00 or so much thereof as may be necessary is hereby authorized to be expended from:

**Div.: 47-02|Fund: 514|Sub-fund: 001|OCA Code: 470202|Obj. Level 1: 03|Obj. Level 3: 3336 |Amount: \$51,450.00**  
{professional services}

**Div.: 47-02|Fund: 514|Sub-fund: 001|OCA Code: 470202|Obj. Level 1: 03|Obj. Level 3: 3358 |Amount: \$232,250.00**  
minus discount (\$103,625.00) for net price: \$128,625.00 {software}

**Div.: 47-02|Fund: 514|Sub-fund: 001|OCA Code: 470202|Obj. Level 1: 03|Obj. Level 3: 3369 |Amount: \$46,450.00**  
minus discount (\$23,225.00) for net price: \$23,225.00 {annual maintenance & support}

**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 this Council finds it in the best interests of the City to waive the competitive bidding provisions of Chapter 329 of the Columbus City Codes.

**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 approves nor vetoes the same.