



Legislation Text

File #: 2833-2014, **Version:** 1

Background: The Department of Building and Zoning Services has an immediate need for the conversion of existing documents into electronic images and the implementation of an electronic plans review system.

The imaging services and conversion system will optimize storage space, reduce future storage costs and provide efficient access to department information. The electronic plans review system will provide a better customer experience and will enable the department to offer a broader array of services and permits online. The ability to electronically review, markup, and return building and engineering plans will require fewer in-person office visits and plan set submissions by the customer. Additionally, with more services available online, the department will recognize greater efficiencies in the area of staff resource allocation and timelines.

This legislation authorizes the Director of Finance and Management, on behalf of the Department of Technology (DoT), to establish purchase orders for the purchase of software services, maintenance and services from two Prime AE Group, State of Ohio, State Term Schedules (STS): Prime AE Group, State Term Schedule # 800071-2, expiration date 8/31/2015; Prime AE Group, a dealer of Hyland On Base, State Term Schedule # 533272-3, expiration date 3/31/2017. Due to time and storage constraints, as well as the continuity of the project, cost effectiveness and the minority certification of the company, it is deemed in the best interest of the city to purchase from the aforementioned State Term Schedules. Ordinance 582-87 authorizes the City of Columbus to purchase from cooperative purchasing contracts which are not bid, but negotiated contracts. The OnBase product (Hyland Software) was chosen based upon its feature set and its ability to act both as an independent document management system and tightly and seamlessly integrate with the existing permitting system utilized by the Department of Building and Zoning Services. As a dealer of Hyland Software, Prime AE Group can uniquely fulfill both the software installation and configuration and document conversion components.

Contract Compliance Numbers:

Prime AE Group, Inc., 26-0546656 , expiration date 2/5/2016.

The company is not debarred according to the excluded party listing system of the Federal Government or prohibited from being awarded a contract according to the Auditor of State unresolved finding for recovery certified search.

Emergency: Emergency action is requested so that the project may be undertaken as quickly as possible in order to provide optimum service.

Fiscal Impact: Funds in the amount of \$1,443,390.36 will be appropriated from the Development Services Fund.

To authorize and direct the City Auditor to appropriate \$1,443,390.36 from the Development Services Fund; to authorize the Director of Finance and Management, on behalf of the Department of Technology (DoT), to establish purchase orders for the purchase of software services, maintenance and services from two Prime AE Group, Inc. State of Ohio, State Term Schedules (STS); to authorize the expenditure of \$1,443,390.36 from the Development Services Fund; and to declare an emergency. (\$1,443,390.36)

WHEREAS, there is an immediate need to enter into contract(s) for the provision of imaging services, software, maintenance and services, to enhance services to the public; and

WHEREAS, funds for this project are in the Development Services Fund; and

WHEREAS, an emergency exists in the daily operations of the Department of Building and Zoning Services in that it is immediately necessary for the Director of Finance and Management, on behalf of the Department of Technology (DoT), to establish a purchase order for the purchase of software services, maintenance and services, 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 from the unappropriated monies in the Development Services Fund, and from any and all sources unappropriated for any other purpose during the fiscal year ending December 31, 2014, the sum of \$1,443,390.36 be and is hereby appropriated to the Building and Zoning Services, Department No. 43-01, Fund 240, Object Level One 06, Object Level Three 6655, OCA 430102.

SECTION 2. That the Director of Finance and Management, on behalf of the Department of Technology (DoT), be and is hereby authorize to establish a purchase order for the purchase of software services, maintenance and services from Prime AE Group, per the State Term Schedule for imaging services for the Department of Building and Zoning Services in an amount not to exceed of \$800,000.00.

SECTION 3. That the Director of Finance and Management, on behalf of the Department of Technology (DoT), be and is hereby authorize to establish a purchase order for the purchase of software, maintenance, and services for the Department of Building and Zoning Services from Prime AE Group, per the State Term Schedule in an amount not to exceed of \$643,390.36.

SECTION 4. That the expenditure of \$1,443,390.36 or so much thereof as may be necessary is hereby authorized from the Department of Building and Zoning Services, Division No. 43-01, Development Services Fund, Fund No. 240, OCA 430102, object level 1 - 06, object level 3 - 6655.

SECTION 5. 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 6. 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.