



## Legislation Text

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**File #:** 2920-2015, **Version:** 1

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**BACKGROUND:** 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.

This legislation authorizes 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 includes 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 must update its current record-keeping and imaging system. This purchase is 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.

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 establish purchase orders for the provision of an 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 \$182,000.00, is available within the Health Special Revenue Fund, Fund No. 250. This ordinance is contingent on the passage of Ordinance No. 2853-2015 which provides the necessary appropriation authority for this expenditure.

### **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 June 30, 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 establish purchase orders 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 \$182,000.00 from the Health Special Revenue Fund; and to declare an emergency. (\$182,000.00)

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

**WHEREAS**, this purchase is 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 believes that the PRIME AE Group, Inc., is 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**, 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 establish purchase orders 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 establish purchase orders with PRIME AE Group, Inc., per the State Term Schedule, for the purchase of an automated vital statistics record management system and the associated software, license, maintenance and support services in an amount not to exceed of \$182,000.00.

**SECTION 2.** That, to pay the costs of said contract, the expenditure of \$182,000.00, or so much thereof as may be necessary, is hereby authorized from the Health Special Revenue Fund, Fund No. 250, Department of Health, Division No. 50-01, OCA 500280, Object Level One - 06, Object Level Three - 6655.

**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.