



## Legislation Text

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**File #: 2324-2016, Version: 1**

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### **1. BACKGROUND**

This legislation authorizes the Director of Public Service to execute a contract modification with PRIME 3SG, the technology division of PRIME AE Group, relative to the provision of electronic document imaging services to optimize document storage and retrieval within the Department of Public Service.

Ordinance 1592-2015 authorized the Director of Finance and Management, on behalf of the Department of Public Service, to establish purchase orders for the aforementioned services from two, State of Ohio State Term Schedules (STS): PRIME AE Group, State Term Schedule #800071-2, expiring 8/31/2015 (replaced by the State with State Term Schedule #80448, expiring 8/30/17); and PRIME AE Group, a dealer of Hyland OnBase, State Term Schedule # 533272-3, expiring 3/31/2017 (extended by the State to 3/31/2021). Pursuant to that legislation, the Department of Public Service entered into a one-year service contract, which expires on September 23, 2016, with PRIME 3SG for the conversion of existing Public Service files into electronic format and the storage of those images in an Enterprise Information Management system.

The purpose of this ordinance is to extend the term of that agreement through December 31, 2017, to facilitate the completion of the original project scope and provide for additional services as needed.

Searches of the System of Award Management (Federal) and the Findings for Recovery list (State) produced no findings against PRIME AE Group, Inc.

### **2. CONTRACT COMPLIANCE**

The contract compliance number for PRIME AE Group, Inc. is 26-0546656 and expires 10/30/17.

### **3. FISCAL IMPACT**

No additional funds will be encumbered or expended under the terms of the aforementioned contract modification.

### **4. EMERGENCY DESIGNATION**

Emergency action is requested to prevent further delays in the completion of the contracted scope of work and to improve operational efficiency with the Department of Public Service.

To authorize the Director of Public Service to modify an existing service contract with PRIME 3SG to provide for the provision of electronic document imaging services through December 31, 2017; and to declare an emergency. (\$0.00)

**WHEREAS**, the Department of Public Service has a need to convert existing documents into electronic images, which will optimize storage space, reduce future storage costs, and provide more efficient and ready access to departmental information; and

**WHEREAS**, Ordinance 1592-2015 authorized the Director of Finance and Management, on behalf of the Department of Public Service, to establish purchase orders for the provision of imaging services from two PRIME AE Group, State of Ohio, State Term Schedules (STS): PRIME AE Group, State Term Schedule # 800071-2; and PRIME AE Group, a dealer of Hyland OnBase, State Term Schedule # 533272-3; and

**WHEREAS**, pursuant to that legislation, the Director of Public Service entered into a one-year service contract, FL006328, which expires on September 23, 2016, with PRIME 3SG, the technology division of PRIME AE Group, for that purpose; and

**WHEREAS**, this ordinance authorizes the Director of Public Service to enter into a contract modification with PRIME 3SG to provide for the continuation of document conversion services through December 31, 2017; and

**WHEREAS**, an emergency exists in the usual daily operations of the Department of Public Service in that it is immediately necessary to execute the aforementioned contract modification so as to avoid further project delays and to improve operational efficiency with the Department of Public Service, 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 Public Service is authorized to execute a contract modification with PRIME 3SG, the technology division of PRIME AE Group, to provide for the provision of electronic document imaging services through December 31, 2017.

**SECTION 2.** 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.