



City of Columbus

Office of City Clerk
90 West Broad Street
Columbus OH 43215-9015
columbuscitycouncil.org

Legislation Text

File #: 2952-2016, Version: 1

BACKGROUND:

This legislation will authorize the Directors of the Department of Technology and the Department of Human Resources to enter into a contract with Halogen Software, Inc., in order to provide continuous performance management software services, training, and support to City of Columbus employees. The original agreement was authorized by Ordinance No. 2327-2014 (EL016433) passed by City Council on November 12, 2014. It was most recently modified through purchase order EL017678, authorized by ordinance 2774-2015, passed November 24, 2015. This contract agreement will provide for software services and support for the period November 14, 2016 to March 30, 2017 at a cost of \$7,106.72 to shift the annual support term to a March 31 to March 30 cycle to better align with the City budget.

Additionally, this ordinance will authorize the expenditure of \$1,650.00 for eight hours of professional consulting services from Halogen Software, Inc. for the Department of Human Resources. These services are required to complete configuration of the Halogen Software system.

Halogen Software is utilized by the Department of Human Resources to increase the functionality and awareness of the performance management program and to increase the effectiveness and efficiency of employee performance in order to keep employees, supervisors, and managers engaged.

<u>1.1 Amount of additional funds to be expended:</u>	<u>\$8,756.72</u>
Original Software and support agreement (EL016433)	\$40,000.00
Modification #1 total:	\$2,686.69
Modification #2 total:	<u>\$8,756.72</u>
Total contract amount:	<u>\$51,443.41</u>

1.2 Reason additional goods/services could not be foreseen:

The additional cost is due to unforeseen expenses related to maintenance services for licenses for city employees due to implementation delays.

1.3 Reason other procurement processes are not used:

It is not in the City's best interests to procure additional service through alternate procurement methods; doing so with another vendor would involve significant additional and unnecessary transition costs.

1.4 How cost of modification was determined:

Halogen Software provided a quote for the items/services based upon the annual cost proposal; pro-rated for the stated term period for November 14, 2016 to March 30, 2017.

Halogen Software, Inc. is the sole source provider of maintenance and support for its software, so this ordinance is being submitted in accordance with the provisions of Sole Source procurement of the City of Columbus Code, Chapter 329.

EMERGENCY DESIGNATION:

This legislation is to be considered an emergency measure to allow for the immediate use of said contract, and immediate purchase of the services being requested.

FISCAL IMPACT:

In 2014 and 2015, \$40,000.00 (via Ord. 2327-2014) and \$2,686.69 (via Ord. 2774-2015) was legislated with Halogen Software, Inc. for continuous performance management software services, training, and support to City of Columbus employees. The cost for this year's (2016) services is \$8,756.72. Funds are budgeted and available within the Department of Technology, Information Services Operating Fund.

CONTRACT COMPLIANCE:

Vendor Name: Halogen Software, Inc. (DAX Vendor Acct. No.: 010997); CC#: 98-0215843; Expiration Date: 10/22/2016

To authorize the Directors of the Department of Technology and the Department of Human Resources to modify a contract with Halogen Software, Inc. to provide continuous performance management software services, training, support, and professional consulting services for City of Columbus employees in accordance with the sole source provisions of the Columbus City Code; to authorize the expenditure of \$8,756.72 from the Department of Technology, Information Services Operating Fund; and to declare an emergency. (\$8,756.72)

WHEREAS, this legislation authorizes the Directors of the Department of Technology and the Department of Human Resources to modify a contract with Halogen Software, Inc. in order to provide continuous performance management software services, maintenance, training, support, and professional consulting services to City of Columbus employees; and

WHEREAS, the original contract with Halogen Software, Inc. was authorized by Ordinance No. 2327-2014 (EL016433) passed by City Council on November 12, 2014 and was most recently modified through purchase order EL017678, authorized by ordinance 2774-2015, passed November 24, 2015; and

WHEREAS, this contract will provide for software services and support for the period November 14, 2016 to March 30, 2017 at a cost of \$7,106.72 to shift the annual support term to a March 31 to March 30 cycle to better align with the City budget; and

WHEREAS, this ordinance will also authorize the expenditure of \$1,650.00 for eight (8) hours of professional consulting services from Halogen Software, Inc. for the Department of Human Resources which are required to complete configuration of the Halogen Software system; and

WHEREAS, Halogen Software, Inc. is the sole source provider of maintenance and support for its software, so this ordinance is being submitted in accordance with the provisions of Sole Source procurement of the City of Columbus Code, Chapter 329; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Human Resources, in that it is immediately necessary to authorize the Director to modify a contract with Halogen Software, Inc. in order to provide continuous performance management software services, training, support and professional services to City of Columbus employees, thereby protecting the public health, property, peace, safety, and welfare; now, therefore:

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

SECTION 1. That the Directors of the Department of Technology and the Department of Human Resources are hereby authorized and directed to modify a contract with Halogen Software, Inc. in order to provide continuous performance management software services, maintenance, training, support, and professional consulting services to City of Columbus employees, in the total amount of \$8,756.72 (which includes software maintenance and support services (\$7,106.72) and professional consulting services (\$1,650.00)). This contract will provide for software services and support for the

coverage term period from November 14, 2016 to March 30, 2017 to shift the annual support coverage term period to a March 31 to March 30 cycle to better align with the City budget.

SECTION 2. That the expenditure of \$8,756.72, or so much thereof as may be necessary in regard to the action authorized in SECTION 1, be and is hereby authorized and approved as follows **(see attached 2952-2016 EXP):**

Dept.: 47| Div.: 47-01|Obj Class: 03 |Main Account: 63946| Fund: 5100|Sub-fund: 510001|Program:CW001|Section 3:470104| Section 4:IS01|Section 5: IT1213| Amount: \$7,106.72| {Software maintenance and support services}

Dept.: 47| Div.: 47-01|Obj Class: 03 |Main Account: 63050| Fund: 5100|Sub-fund: 510001|Program:CW001|Section 3:470104| Section 4:IS01|Section 5: IT1213| Amount: \$1,650.00| {Professional consulting services}

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 contract was established in accordance with the sole source provisions of the Columbus City Code, Chapter 329.

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.