



## Legislation Text

**File #: 2672-2018, Version: 1**

This legislation authorizes the Director of the Department of Technology, on behalf of the Department of Human Resources, to enter into an agreement and establish a purchase order, via state term schedules, with 3SG Plus LLC, and Hyland OnBase, for which 3SG Plus LLC is a dealer, for the development and implementation of a Claims and Document Management and Safety Incident Tracking system. DoT is requesting this authorization on behalf of the Department of Human Resources, where this system will be developed and implemented. Installation of such a system will provide efficiencies in claims processing, document storage and retrieval, incident reporting and basic file management for the Department of Human Resources.

To facilitate this, it is also necessary to undertake the following actions with regard to funding:

- Amend the 2018 capital improvement budget and subsequently appropriate and transfer \$45,370.26 in general permanent improvement funds to the Department of Technology. These funds will be used to purchase a “safety module” for the above-mentioned system.
- Appropriate \$350,000 from the unappropriated balance of the Information Services Operating Fund. These funds are available for appropriation due to the recent cancellation of the general budget reservation (GBR) ACPO000977 (established under Ordinance 2747-2016), for the same amount. These funds will be used for development and implementation of the system. The moneys having originated from Human Resources risk management fund, will be appropriated to DoT’s “direct charge” budget.

The services and software being procured with passage of this ordinance will be purchased via two state term schedules. 3SG Plus LLC, on schedule STS-033-534577 and expires 6/30/2019, is a dealer of Hyland OnBase. Hyland OnBase, procured via State Term Schedule STS-033-533272-3-6, expires 3/31/2021.

### **FISCAL IMPACT**

Earlier this year, GBR ACPO000977, which totaled \$350,000.00 was cancelled, thus freeing up that same amount. Funds for the now cancelled GBR came from the Human Resources risk management fund and were appropriated to the Information Services Operating Fund, direct charge budget for use. As such, this amount will again be appropriated to Technology’s direct charge budget on their behalf. The balance of \$45,370.26 is available in the unallocated balance of the General Permanent Improvement fund for appropriation and transfer.

### **CONTRACT COMPLIANCE**

3SG Plus, LLC | DAX Vendor Acct. #:011844 | C.C#: 31-1586115 Expiration: 4/30/2021

To amend the 2018 capital improvements budget; to appropriate and transfer \$45,370.26 in general permanent improvement funds to the Department of Technology; to appropriate \$350,000.00 from the unappropriated balance of the Information Services Operating Fund; to authorize the Director of the Department of Technology to enter into an agreement and establish a purchase order with 3SG Plus LLC, a dealer of Hyland OnBase, utilizing State Term Contracts with 3SG Plus LLC and Hyland OnBase, for the development and implementation of a Claims and Document Management and Safety Incident Tracking system; and to authorize the expenditure of \$45,370.26 from the general permanent improvement fund and \$350,000.00 from the Department of Technology, Information Services Division, Information Services Operating Fund. (\$395,370.26)

**WHEREAS**, the Department of Human Resources desires to have a Claims and Document Management and Safety Incident Tracking system development and implemented; and

**WHEREAS**, the requisite services and software are available for procurement via State Term Contracts STS-033-534577 with 3SG Plus LLC and STS-033-533272-3-6 with Hyland OnBase, expiring 6/30/2019 and 3/31/2021, respectively, and

**WHEREAS**, it is necessary to amend the 2018 capital improvements budget; and

**WHEREAS**, it is necessary to appropriate and transfer \$45,370.26 within the general permanent improvement fund; and

**WHEREAS**, it is necessary to authorize the appropriation of \$350,000.00 from the unappropriated balance of the Information Services Operating Fund to Information Services direct charge budget; and

**WHEREAS**, it has become necessary in the usual daily operation of the Department of Technology to authorize the Director of the Department of Technology, on the behalf of the Department of Human Resources, to enter into an agreement and establish a purchase order with 3SG Plus LLC for the development and implementation of a Claims and Document Management and Safety Incident Tracking system, 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 2018 Capital Improvement Budget be amended in Fund 7748 as follows:

**Project No./Project Name/Current Funding/CIB Amendment/Revised CIB**

P748999-100000 Unallocated/GPIF Carryover/\$1,217,703/\$45,371/\$1,172,332

P470072-100000 /HR Incident/Claims Software /\$0/\$45,371/\$45,371

**SECTION 2:** That the transfer of \$45,370.26 or so much thereof as may be needed is hereby authorized between projects within the General Permanent Improvement Fund (GPIF) 7748 as follows: **(Please see attachment: 2672-2018EXP)**

**FROM:**

**Dept./Div.:** 45-01| **Fund** 7748 | **Sub fund:** NA | **Object Class:** 99| **Main Account:** 50000 | **Program:** CW001| **Project No. :** P748999 -100000 Unallocated |**Amount:** \$45,370.26|

**TO:**

**Dept./Div.:** 47-01| **Fund** 7748 | **Sub fund:** NA | **Object Class:** 99 | **Main Account:** 50000 | **Program:** CW001| **Project No. :** P470072-100000 HR Incident/Claims Software |**Amount:** \$45,370.26|

**SECTION 3:** That the appropriation of \$45,370.26 or so much thereof as may be needed is hereby authorized to the General Permanent Improvement Fund (GPIF) 7748 as follows: **(Please see attachment: 2672-2018EXP)**

**Dept./Div.:** 47-01| **Fund** 7748 | **Sub fund:** NA | **Object Class:** 06 | **Main Account:** 66530 | **Program:** CW001| **Project No. :** P470072 -100000 HR Incident/Claims Software |**Amount:** \$45,370.26|

**SECTION 4:** That the appropriation of \$350,000.00 or so much thereof as may be needed is hereby authorized to the Information Services Operating Fund, direct charge budget as follows: **(Please see attachment: 2672-2018EXP)**

**Dept./Div.:** 47-01| **Fund:** 5100 | **Sub fund:** 510001 | **Object Class:** 03 | **Main Account:** 63050 | **Program:** CW001|  
**Section 3:** 470104 | **Section 4:** IS02 | **Section 5:** IT1313 | **Amount:** \$203,944.00

**Dept./Div.:** 47-01| **Fund:** 5100 | **Sub fund:** 510001 | **Object Class:** 03 | **Main Account:** 63945 | **Program:** CW001|  
**Section 3:** 470104 | **Section 4:** IS02 | **Section 5:** IT1313 | **Amount:** \$121,713.00

**Dept./Div.:** 47-01| **Fund:** 5100 | **Sub fund:** 510001 | **Object Class:** 03 | **Main Account:** 63946 | **Program:** CW001|

**Section 3:** 470104 | **Section 4:** IS02 | **Section 5:** IT1313 | **Amount:** \$24,343.00

**SECTION 5:** That the Director of the Department of Technology be and is hereby authorized to enter into an agreement and establish a purchase order from an existing State Term Schedule Contract STS-033-534577 with 3SG Plus LLC, expiring 6/30/2019, a dealer of Hyland OnBase, on State Term Schedule STS-033-533272-3-6, expiring date 3/31/2021, to develop and implement a Claims and Document Management and Safety Incident Tracking system.

**SECTION 6:** That the expenditure of \$350,000.00 or so much thereof as may be needed is hereby authorized from General Permanent Improvement Fund (GPIF) and Information Services Operating Fund, direct charge budget as follows: **(Please see attachment: 2672-2018EXP)**

**Dept./Div.:** 47-01 | **Fund** 7748 | **Sub fund:** NA | **Object Class:** 06 | **Main Account:** 66530 | **Program:** CW001 | **Project No. :** P470072 -100000 HR Incident/Claims Software | **Amount:** \$45,370.26 | **Procurement Catagory:** Engineering and Research and Technology Based Services

**Dept./Div.:** 47-01 | **Fund:** 5100 | **Sub fund:** 510001 | **Object Class:** 03 | **Main Account:** 63050 | **Program:** CW001 | **Section 3:** 470104 | **Section 4:** IS02 | **Section 5:** IT1313 | **Amount:** \$203,944.00

**Dept./Div.:** 47-01 | **Fund:** 5100 | **Sub fund:** 510001 | **Object Class:** 03 | **Main Account:** 63945 | **Program:** CW001 | **Section 3:** 470104 | **Section 4:** IS02 | **Section 5:** IT1313 | **Amount:** \$121,713.00

**Dept./Div.:** 47-01 | **Fund:** 5100 | **Sub fund:** 510001 | **Object Class:** 03 | **Main Account:** 63946 | **Program:** CW001 | **Section 3:** 470104 | **Section 4:** IS02 | **Section 5:** IT1313 | **Amount:** \$24,343.00

**SECTION 7:** 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 8:** 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 9:** That the City Auditor is hereby authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the Department administering said project that the project has been completed and the monies are no longer required for said project.

**SECTION 10:** That this ordinance shall take effect and be in force from and after the earliest period allowed by law.