**File #:** 1301-2023, **Version:** 1

This legislation authorizes the Director of the Department of Technology (DoT) to enter into contract with 3SG Plus, LLC, a dealer of Hyland OnBase Software, for continued maintenance and support services for OnBase Software. OnBase is a document and data management tool, used by multiple city agencies for a variety of purposes. User departments include Building and Zoning Services, Health, Public Utilities, Public Service and Human Resources. The term of this contract is one year, beginning on July 1, 2023 and ending on June 30, 2024 at a cost of $176,311.90. This agreement was most recently authorized by Ordinance No. 3151-2022, which passed on November 21, 2022.

On April 10, 2023, RFQ024186 was opened for the above-described services. Two bids were submitted: 3SG Plus, LLC with a bid submission of $176,311.90 and EDocs, with a bid submission of $218,118.00. DoT wishes to award the bid to 3SG Plus, LLC as the lowest, responsive bidder. This contract includes three optional one-year renewals, subject to the approval of City Council.

Finally, this ordinance authorizes the expenditure of $176,311.90 for the above-described purpose.

**CONTRACT COMPLIANCE**

Vendor: 3SG Plus, LLC

DAX Vendor Acct. #: 019867

Expiration Date: 04/30/2024

**FISCAL IMPACT**

Funds for this contract are budgeted and available in the Information Services Division Operating Fund.

To authorize the Director of the Department of Technology to enter into contract with 3SG Plus, LLC, a dealer of Hyland OnBase Software, on behalf of various city departments, for maintenance and support of the OnBase Software; and to authorize the expenditure of $176,311.90 from the Department of Technology, Information Services Division, Information Services Operating Fund. ($176,311.90)

**WHEREAS,** the department of Technology desires to continue to receive maintenance and support services for OnBase Software, which is used by Building and Zoning Services, Health, Public Utilities, Public Service and Human Resources; and

**WHEREAS,** 3SG Plus, LLC was the lowest, responsive bidder to RFQ024186, which was opened on April 10, 2023; and

**WHEREAS,** the contract authorized by this ordinance will be for a term of one year, beginning on July 1, 2023 and ending on June 30, 2024 at a cost of $176,311.90; and

**WHEREAS,** it is necessary to authorize the Director of the Department of Technology to enter into contract with 3SG Plus, LLC for maintenance and support of OnBase Software, 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 the Department of Technology, be and is hereby authorized to enter into contract with 3SG Plus, LLC for maintenance and support of OnBase Software, for a period of one year, beginning on July 1, 2023 and ending on June 30, 2024, at a cost not to exceed $176,311.90.

**SECTION 2.** That the expenditure $176,311.90, or so much thereof as may be necessary, is authorized to be expended as follows in the attachment to this ordinance. (See 1301-2023EXP)

**SECTION 3.** 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 4.** That the funds necessary to carry out the purpose of this ordinance are deemed appropriate, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 5.** That this ordinance shall take effect and be in force from and after the earliest period allowed by law.