



Legislation Text

File #: 0764-2024, **Version:** 1

This legislation authorizes the Columbus City Attorney's Office to enter into twelve-month, \$37,368.75 contract with Shirley A. Bergemann DBA Signature Software Training, Ltd. (herein referred to as "Signature Software Training") to develop jury instruction templates and facilitate training on implementation of these templates for the City Attorney's Prosecution Division.

Background: The Columbus City Attorney's Office initially contracted with Signature Software Training on November 1, 2022 for the jury instruction work. The office recognized the importance of standardizing instruction materials and processes that would promote accuracy and consistency and contracted with the Signature Software Training to create templates for the most frequently used criminal statutes and ordinances in Franklin County Municipal Court cases.

The initial contract capped at \$20,000.00 and was modified to a maximum of \$45,000.00 with the term extended until February 29, 2024 (Ordinance No. 0958-2023). Despite the extension and due to unforeseen circumstances, the jury instruction work was not completed by February 29, 2024 and the contract had a balance of \$37,368.75. The City Attorney seeks approval to enter into a new contract with the Signature Software Training to complete project deliverables.

This legislation authorizes the City Attorney to establish a new contract with Signature Software Training in the amount of \$37,368.75; and to declare an emergency.

VENDOR: Shirley A. Bergemann DBA Signature Software Training Ltd., FID: 02-0676691, CC043277, expires 03/21/2025

CONTRACT AMOUNT and TERM: \$37,368.75 (3/1/2024-02/28/2025)

FISCAL IMPACT: The amount of the contract is \$37,368.75. This contract is funded by the general fund.

Original contract amount: \$20,000.00 PO356627 (term 11/1/222-02/28/2023)

Modification No. 1 amount: \$25,000.00 (Ord. 0958-2023)

Total contract amount: \$45,000.00 (11/1/2022-02/29/2024)

Remaining amount of original contract: \$37,368.75

EMERGENCY ACTION: This ordinance is being submitted as an emergency in order to ensure the jury instruction work continues with minimal interruption so project deliverables are completed on time.

To authorize the City Attorney to enter into contract with Signature Software Training, Ltd; to authorize the expenditure of an amount not to exceed \$37,368.75 from the General Operating Fund; and to declare an emergency. (\$37,368.75)

WHEREAS, on November 1, 2022, the City Attorney's Office entered into a \$20,000 contract with Shirley A. Bergemann, DBA Signature Software Training, Ltd. to provide jury instructions templates and training for the City's Prosecution Division; and

WHEREAS, the initial \$20,000 contract and was modified to a maximum of \$45,000.00 with the term extended until

February 29, 2024 through Ordinance No. 0958-2023; and

WHEREAS: despite the extension and due to unforeseen circumstances, the jury instructions work was not completed by February 29, 2024 and the contract had a balance of \$37,368.75; and

WHEREAS: the City Attorney seeks approval to enter into a new, twelve month contract with the Signature Software Training to complete project deliverables; and

WHEREAS, an emergency exists in the usual daily operations of the City Attorney's Office in that it is immediately necessary to authorize the City Attorney to establish a new contract with Signature Software Training to ensure the continued and uninterrupted services of creating jury instructions templates and training, given the large number of jury instructions that need to still be created, the availability of the vendor to perform the services, and the immediate need for these jury instructions for the effective prosecution of criminal cases in Franklin County Municipal Court, all for the immediate preservation of the public health, peace, property, safety and welfare; and **NOW, THEREFORE,**

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

Section 1. That the City Attorney is authorized and directed to enter into a contract from March 1, 2024 through February 28, 2025, with Signature Software Training, Ltd., for \$37,368.75.

Section 2. That for the purposes stated in Section 1, the amount of \$37,368.75 or so much thereof as may be necessary, be and is hereby authorized in Fund 1000 (General Fund), 24-2401 (City Attorney), in object class 03 (Purchased services) per the accounting codes in the attachment to this ordinance.

Section 3. Funds are hereby deemed appropriated and expenditures authorized to carry out the purposes of this ordinance and the City Auditor shall establish such accounting codes as necessary.

Section 4. The City Auditor is authorized to establish such accounting codes as necessary, to make any accounting changes to revise the funding source for all agreements, contracts, or modifications associated with this ordinance.

Section 5. That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is 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.