

OHIO TURNPIKE AND INFRASTRUCTURE COMMISSION

Resolution Authorizing the Acquisition of Software, Professional Services and Maintenance Support for the OnBase Document Management System and Workflow Solution from Prime AE Group, Inc. in the Total Amount of \$172,804.92

WHEREAS, pursuant to Resolution No. 32-2003, adopted on July 21, 2003, the Executive Director is authorized to participate in state contracts under the Ohio Department of Administrative Services ("DAS") Cooperative Purchasing Program, through which members may purchase supplies, services, equipment and other materials in accordance with Ohio Revised Code Section 125.04; and

WHEREAS, the Commission issued a pricing solicitation for Document Imaging Services, Document Management System and Workflow Process Solution to companies having a DAS state term schedule contract in place, and the Commission selected Prime AE Group, Inc. ("PrimeAE") and its proposed OnBase software solution developed by Hyland Software, Inc., of Westlake, Ohio, based on the responses to the pricing solicitation; and

WHEREAS, after the Commission initially deployed the OnBase software in its payroll office to assist in storing and organizing its electronic documents, an evaluation team determined that the expansion of an OnBase document management system and workflow solution to the Human Resources Department will generate cost savings for the Commission; and

WHEREAS, the evaluation team has recommended modifying the agreement with PrimeAE to license the additional software for the OnBase system and provide the professional services necessary to implement a solution for its onboarding workflow process based on its cost proposal, dated March 27, 2017, to deliver an employee onboarding process workflow solution; and

WHEREAS, the software licenses and professional services necessary to implement the OnBase Solution for the Human Resources Department onboarding process are available from PrimeAE under state term schedule contracts (Schedule No. 533272-3, Index No. STS-033 and Schedule No. 800448, Index No. STS-364, respectively) for \$146,174.93, plus an additional \$26,629.99 per year for Hyland and PrimeAE to provide the necessary maintenance support for the system; and

WHEREAS, Commission action is necessary under Article V, Section 1.00 of the Commission's Bylaws because the expenditure required to purchase and maintain the software will exceed \$150,000.00; and

WHEREAS, the Executive Director has reviewed the evaluation and report of the Evaluation Team and concurs with the recommendation that the Commission approve the purchase of employee onboarding process workflow solution from PrimeAE through the DAS Cooperative Purchasing Program; and

WHEREAS, the Commission has duly considered such recommendation.

NOW, THEREFORE, BE IT

RESOLVED by the Ohio Turnpike and Infrastructure Commission that the acquisition of the software, professional services and maintenance support for the OnBase Document Management System and Workflow Solution for the Human Resources employee onboarding process from PrimeAE through the DAS Cooperative Purchasing Program under DAS Contract Schedule No. 533272-3, Index No. STS-033 and Schedule No. 800448, Index No. STS-364, in the total amount of \$146,174.93, is approved; and

FURTHER RESOLVED that obtaining the maintenance and technical support necessary for the OnBase Document Management System and Workflow Solution in the additional amount of \$26,629.99 per year is approved; and

FURTHER RESOLVED that the Executive Director has the authority under Article V, Section 1.00 of the Bylaws to approve extra work or change orders to perform additional services, acquire additional quantities or fulfill newly mandated requirements for the OnBase Document Management System and Workflow Solution that do not exceed the Executive Director's original contracting authority, or such extra work or change orders as a result of circumstances that would create a life, safety, or health threatening situation or would unduly delay the completion or increase the costs of the project.

(Resolution No. 22-2017 adopted May 15, 2017)