



CITY COUNCIL AGENDA

DATE: 12/10/2019 **REFERENCE NO.:** **M&C 19-0367 **LOG NAME:** 13P19-0040 RISK MANAGEMENT SOFTWARE SC HR

CODE: P **TYPE:** CONSENT **PUBLIC HEARING:** NO

SUBJECT: Authorize Execution of a Service Agreement with Origami Risk, LLC, in an Amount Up to \$109,625.00 for the First Year, \$99,450.00 for Years Two and Three and \$101,700.00 for Years Four and Five for Software Licenses and Services for the Human Resources Department (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize execution of a Service Agreement with Origami Risk, LLC, in an amount up to \$109,625.00 for the first year, \$99,450.00 for years two and three and \$101,700.00 for years four and five for software licenses and services for the Human Resources Department.

DISCUSSION:

The Human Resources Department, Risk Management Division, requested that the Purchasing Division issue a Request for Proposals (RFP) for a Risk Management Information System (RMIS) cloud based software. The RMIS cloud based software offers additional software capabilities and efficiencies related to Claims and Safety to better streamline processes, provide additional storage of information, and increase opportunity to analyze needed information.

This RFP was advertised in the [Fort Worth Star-Telegram](#) on August 28, 2019, September 4, 2019, September 11, 2019, September 18, 2019, and September 25, 2019. A pre-bid conference was held on September 5, 2019. The City received three responses. The evaluation team ranked the proposals based on pre-defined factors. The evaluation team consisted of staff from Information Technology Solutions, Financial Management Services and Human Resources Departments, together they determined Origami Risk, LLC, provided the best overall proposal.

The RMIS will include all facets of Incident Reporting, Claim and Lawsuit Management, Risk Exposure, and Property Management. RMIS will also include safety features for tracking aspects of Safety Inspections and Loss Control recommendations and Certificate of Insurance storage capabilities. The Service Agreement includes software cost, customization, configuration of screens and processes, training, and maintenance. The price for the licenses and services is \$109,625 for the first year, \$99,450 for year two, \$99,450 for year three, \$101,700 for year four, and \$101,700 for year five.

A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

An administrative change order or increase may be made by the City Manager up to the amount by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

This M&C authorizes spending authority for a five-year team, to begin upon execution.

FISCAL INFORMATION/CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and award of the contract, funds are available in the current operating budget, as appropriated, in the General Fund and that, prior to an expenditure being incurred, the Human Resources Department has the responsibility to validate the availability of the Funds.

BQN\

TO

Fund	Department ID	Account	Project ID	Program	Activity	Budget Year	Reference # (Chartfield 2)	Amount
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FROM

Fund	Department ID	Account	Project ID	Program	Activity	Budget Year	Reference # (Chartfield 2)	Amount
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ATTACHMENTS