



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 6 Ordinance/Resolution#15-16-143

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of August 15, 2016
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR THE PURCHASE OF RISK MANAGEMENT INFORMATION SYSTEM, INCLUDING LICENSE AND DATA STORAGE, FROM ORIGAMI RISK, LLC OF CHICAGO, IL FOR A TERM OF THREE YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS, AND TO ADJUST THE FY2017 BUDGET.

PURPOSE(S) OF ACTION:

To approve purchase agreement.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Carl Conley	<u>Department/Section:</u> Administration / Risk Management	<u>Phone:</u> 528-3665
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

This Resolution is to authorize the purchase and maintenance of a Risk Management Information System from Origami Risk, LLC. (Origami) of Chicago, IL. It will be used primarily by the City's Risk Management and Attorneys Office and to a lesser extent by Contract Administration and Purchasing. The system is needed to more efficiently manage incidents, claims, accident investigation, third party certificates of insurance, employee training records, facility and jobsite safety inspections, loss history analysis, insurance portfolio and to capture the City's total cost of risk.

Risk Management and Purchasing conducted a request for information process, a request for proposal process, and a software demonstration in order to select the company to provide this risk management information system. After all processes were completed, Origami was rated the highest in each process and was the low bidder. Due to the amount of the three-year contract, City Council is required to approve the purchase of the system and the required budget adjustment to facilitate the purchase.

As such, staff is requesting approval from City Council to enter into an indefinite cost, indefinite quantity agreement with Origami for a term of three years, subject to approved budget appropriations and annual renewals.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract Form.
3. Exhibit "B", Budget Adjustment.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____.
		<input checked="" type="checkbox"/>	Proposed funding is from fund balance in the 6340 and 6330 Fund.
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for _____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

A budget adjustment is needed because the length of the selection process did not allow the purchase within FY2016. A budget adjustment to the Liability Claims (6340) and Workers Compensation (6330) Funds will allow for the initial purchase with a carryover of FY2016 funds to the current fiscal year's (FY2017) budget. Subsequent year's expenses (i.e. licensing, upgrades, and maintenance) will be planned through the normal budget development process.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Liability Claims	64005001-701020	\$50,000.00	\$50,000.00*	\$0.00	N/A
Workers Compensation	64105001-701020	\$25,000.00	\$25,000.00*	\$0.00	N/A

*Pending approved budget adjustment.

(Continue on additional sheets as required)

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this action will authorize an indefinite cost, indefinite quantity price agreement for the purchase of a Risk Management Information System, including license and data storage from Origami of Chicago, IL for a term of three years, subject to approved budget appropriations and annual renewals; and to amend the FY2017 budget.
2. Vote "No"; this action will not approve an agreement with Origami.
3. Vote to "Amend"; this action could modify the Resolution to reflect City Council's request, delaying the award process.
4. Vote to "Table"; this action will postpone consideration of the Resolution; staff will require direction from City Council.

REFERENCE INFORMATION:

N/A



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of August 15, 2016
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR THE PURCHASE OF RISK MANAGEMENT INFORMATION SYSTEM, INCLUDING LICENSE AND DATA STORAGE, FROM ORIGAMI RISK, LLC OF CHICAGO, IL FOR A TERM OF THREE YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS, AND TO ADJUST THE FY2017 BUDGET.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		528-3665	7/25/16
Department Director			
Other			
Assistant City Manager /CAO Management & Budget Manager		541-2078 541-2106	7-27-2016 7.25.2016
Assistant City Manager/COO		541-2271	7-27-16
<small>ACTING</small> City Attorney		541-2128	7-28-16
City Clerk		82115	8-5-16

RESOLUTION NO. 15-16-143

A RESOLUTION AUTHORIZING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR THE PURCHASE OF RISK MANAGEMENT INFORMATION SYSTEM, INCLUDING LICENSE AND DATA STORAGE, FROM ORIGAMI RISK, LLC OF CHICAGO, IL FOR A TERM OF THREE YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS, AND TO ADJUST THE FY2017 BUDGET.

The City Council is informed that:

WHEREAS, the Administration Department, Risk Management Section desires to purchase an indefinite cost, indefinite quantity Risk Management Information System including license and data storage for a period of three years, subject to approved budget appropriations and annual renewals; and

WHEREAS, it is requested for more efficiently handling of claims, third party risk transfer, incident reporting, analysis of risk and exposures, management and monitoring of employee safety training, management of insurance contracts and to provide in-depth and accurate actionable data to City management; and

WHEREAS, the Purchasing Section solicited proposals through a competitive request for proposal process for a Risk Management Information System, including user licensing, data storage, user training and ongoing service; and

WHEREAS, Origami Risk, LLC (Origami) of Chicago, IL was rated the highest during the proposal review process; and

WHEREAS, the Liability Claims and Workers Compensation Funds will be utilized for the purchase.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the indefinite cost, indefinite quantity price agreement is hereby awarded to

Origami of Chicago, IL for a term of three years, subject to approved budget appropriations and annual renewals.

(II)

THAT the Purchasing Manager is authorized to contract with Origami of Chicago, IL, as outlined in Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto and made part of this Resolution.

(III)

THAT the FY2017 budget is hereby amended, as shown in Exhibit "B", attached hereto and made part of this Resolution.

(IV)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20_____.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

City Attorney

VOTE:

- Mayor Miyagishima: _____
- Councillor Gandara: _____
- Councillor Smith: _____
- Councillor Pedroza: _____
- Councillor Eakman: _____
- Councillor Sorg: _____
- Councillor Levatino: _____

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CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: August 15, 2016

Resolution No.: 15-16-143

**Contract Purchase For
Risk Management Information System**

The Las Cruces City Council is provided the following information concerning this request:

RFP SOLICITATION INFORMATION:

- 1. RFP No./ Due Date: **RFP No. 15-16-143 / March 11, 2016**
- 2. Description: **Risk Management Information System**
- 3. Using Department: **Administration / Risk Management**
- 4. Number of Responses Solicited: **Eleven (11)**
- 5. Number of Responses Accepted: **One (1)**
- 6. Award Recommendation To: **Origami Risk, LLC of Chicago, Illinois**
- 7. Total Award Amount: **Indefinite Cost / Indefinite Quantity**
- 8. Contract Duration: **Three (3) years subject to annual renewals and approved budgets**

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No	<input checked="" type="checkbox"/>	LCMC §24-100 not applicable to this solicitation	
	Yes			Made A Difference To Awards(s)
				Made No Difference To Bid Award(s)

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.

Debra Smith 7-13-16
Purchasing Manager Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
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CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2016-17

Exhibit "B"

	6330 WORKERS COMPENSATION			
	2016-17			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
RESOURCES				
Beginning Balance	\$ 11,500,909	11,500,909	0	11,500,909
Revenues				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cigarette Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	0	0	0	0
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	232,909	232,909	0	232,909
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	0	0	0	0
Investment Income	0	0	0	0
Miscellaneous Revenues	172,138	172,138	0	172,138
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers In	0	0	0	0
Total Revenues	405,047	405,047	0	405,047
TOTAL RESOURCES	\$ 11,905,956	11,905,956	0	11,905,956
Expenditures				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
City Manager	0	0	0	0
Legal	0	0	0	0
Las Cruces Police Department	0	0	0	0
Las Cruces Fire Department	0	0	0	0
Utilities	0	0	0	0
Administrative	0	0	0	0
Human Resources	2,130,036	2,130,036	25,000	2,155,036
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Operations	0	0	0	0
Transportation	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Community & Cultural Services	0	0	0	0
Public Works	0	0	0	0
Legislative Reserve	0	0	0	0
Operating Transfers Out	0	0	0	0
Total Expenditures	\$ 2,130,036	2,130,036	25,000	2,155,036
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 9,775,920	9,775,920	(25,000)	9,750,920

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CITY OF LAS CRUCES
BUDGET ADJUSTMENT REQUEST
BUDGET FISCAL YEAR 2016-17

Exhibit "B" cont.

	6340 LIABILITY CLAIMS 2016-17			
	Original Budget	Amended Budget	Req. Adjustment	Adjusted Budget
	RESOURCES			
Beginning Balance	\$ 2,909,638	2,909,638	0	2,909,638
Revenues				
Municipal Gross Receipts Tax	0	0	0	0
Public Safety Gross Receipts Tax	0	0	0	0
Hold Harmless Replacement GRT	0	0	0	0
State-Shared Gross Receipts Tax	0	0	0	0
Environmental Gross Receipts Tax	0	0	0	0
County Environmental Gross Receipts Tax	0	0	0	0
Gasoline Tax	0	0	0	0
Cigarette Tax	0	0	0	0
Lodgers Tax	0	0	0	0
Property Taxes	0	0	0	0
Payment In Lieu of Property Tax	0	0	0	0
Franchise Fees	0	0	0	0
Payment In Lieu of Franchise Fees	0	0	0	0
Licenses, Fees & Permits	0	0	0	0
Convention Center Fee	0	0	0	0
Auto License - State Shared	0	0	0	0
Fines & Forfeitures	0	0	0	0
Charges For Services	0	0	0	0
Natural Gas Sales - Commodity	0	0	0	0
Motor Pool Maintenances Charges	0	0	0	0
Fuel Charges	0	0	0	0
Intergovernmental	190,579	190,579	0	190,579
Investment Income	0	0	0	0
Miscellaneous Revenues	125,570	125,570	0	125,570
Federal Grants	0	0	0	0
State Grants	0	0	0	0
Local Grants	0	0	0	0
Debt Service	0	0	0	0
Operating Transfers In	0	0	0	0
Total Revenues	316,149	316,149	0	316,149
TOTAL RESOURCES	\$ 3,225,787	3,225,787	0	3,225,787
Expenditures				
General Government	0	0	0	0
Legislative	0	0	0	0
Municipal Court	0	0	0	0
City Manager	0	0	0	0
Legal	0	0	0	0
Las Cruces Police Department	0	0	0	0
Las Cruces Fire Department	0	0	0	0
Utilities	0	0	0	0
Administrative	1,999,200	1,999,200	50,000	2,049,200
Human Resources	0	0	0	0
Financial Services	0	0	0	0
Information Technology	0	0	0	0
Operations	0	0	0	0
Transportation	0	0	0	0
Parks & Recreation	0	0	0	0
Community Development	0	0	0	0
Community & Cultural Services	0	0	0	0
Public Works	0	0	0	0
Legislative Reserve	0	0	0	0
Operating Transfers Out	0	0	0	0
Total Expenditures	\$ 1,999,200	1,999,200	50,000	2,049,200
Accrual Adjustments	0	0	0	0
ENDING BALANCE	\$ 1,226,587	1,226,587	(50,000)	1,176,587

BUDGET ADJUSTMENT REQUEST (BAR)

<u>Department and Section</u>	66 <u>Permanent or Temporary</u>		
Administration/Risk Management	Temporary	<u>Council/Board Resolution No.</u>	

Justification for Request

A RESOLUTION TO APPROVE AN INDEFINITE COST/INDEFINITE QUANTITY CONTRACT FOR THE PURCHASE OF A RISK MANAGEMENT INFORMATION SYSTEM INCLUDING LICENSE AND DATA STORAGE, FROM ORIGAMI RISK, LLC, OF CHICAGO, IL, (ORIGAMI RISK) SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS, AND TO ADJUST THE FISCAL YEAR 2017 BUDGET.

MUNIS Comment: PURCHASE RISK MGMT INF SYS

Veronica MacGregor	541-2022	FY 2017	7/14/2016
Prepared by	Phone No.	FY to be Adjusted	Date

Fund	Org	Object	Project	Object Name	Increase \$	Decrease \$
6330	64105001	701020		SOFTWARE	25,000	
6340	64005001	701020		SOFTWARE	50,000	
Totals					\$75,000	\$0

<i>By signing, I verify balances and accounts are available in MUNIS.</i>			<i>For use by Administration and Office of Mgmt & Budget</i>		
<hr/>		Date	<hr/>		Date
Administrator / Manager			David Dollahon, ACM / CAO		
<hr/>			<hr/>		
Director			Loretta Reyes, Interim ACM / COO		
<hr/>			<hr/>		
For use by Office of Mgmt & Budget			Daniel Avila, Interim City Manager		
<i>Revised 6/20/2016</i>					
<hr/>			<hr/>		
<u>Budget Adjustment Number</u>	<u>Posted By</u>	<u>Date</u>	<hr/>		
Period:	JE#		Budget and Grant Manager		Date