



**Department of Purchasing and Contracting
NON-COMPETITIVE PROCUREMENT REQUEST FORM**

Requesting Department: Finance - Risk Management
 Department Contact Person: Monica Allen Telephone: 404-687-3542
 Email: mallen@dekalbcountyga.gov

2017-0268

Requisition Number: _____ Suggested Supplier: Origami Risk, LLC
 Estimated Amount of Purchase: \$239,450.00
 Detailed Description of the Goods or Services to be purchased: RMIS - Risk Mgmt. Information Svcs.
Computer Software used to manage DeKalb County claims WE & PC

Emergency (For Emergency Requests, Please check this box and answer all questions below.)

1. Date and Time of Emergency Occurrence: _____

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

Sole Source (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

See response below

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

See response below

3. Explain the impact to the County or Public if this request is not approved.

See response below

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name) Larry Jacobs Signature: [Signature] Date: 10/26/17

Do Not Write Below – for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name) Pamela D. Williams Signature: [Signature] Date: 10/26/17

Procurement Manager (Typed/Printed Name) Debris Robinson Signature: [Signature] Date: 10/26/17

Approved Not Approved

Signature: [Signature] Director, Department of Purchasing and Contracting Date: 10/27/17

Print Form

(Additional information, attach pages if required):

1. The effort to convert, redesign both technical workflows as well as business processes is a large effort for both the vendor and the Risk Management department itself. The vendor charges to manage and execute an implementation. That would be an added cost on top of any annual fee that is charged. The Origami system is already in place therefore, the implementation cost is not a factor. Other potential cost to consider if the County had to go through another transition of the RMIS system.
 - This implementation would also require that the DeKalb County IT department and Finance teams dedicate and schedule resources to design, test and built interfaces such as the AP Interface
 - You would also need to ask an third party vendor to dedicate time to design, build and test any interfaces with them (ex. Corvel MedBill Interface)
 - Any training that has been conducted within as well as outside the Risk Management department would have to be designed, scheduled and conducted again based upon any new system's workflows and features.
 - Considering Origami Risk is the industry leader in RMIS systems, the likely hood of losing some functionality as well as deficiencies in business processes is high.
2. Yes, data that provides accurate premium costs/insurance coverage as a result of submitting credible information to underwriters for quotes. This could be a reduction in premiums or an increase if the information collected determined the organization was over/underinsured in certain areas. Origami system improves vendor effectiveness through ability to monitor vendor performance indicators as well as confirming vendors have proper insurance coverage for the contracts they are completing. Potentially removing unsafe vendors from the organizations approved vendor list. Online/Mobile forms to improve incident/claim reporting time lags which can substantially decrease the cost of a claim. Origami's data back up of information (rather than using Excel spreadsheets improves the reconstitution of a claim. Especially if need for court cases. Processes are documented in case people leave the organization.
3. The Impact to the County and Public from the last transition resulted in an additional cost to the County of about \$90,500. This is based on the fact that the county had to go 8-9 months without a RMIS causing delays and ultimately intangible cost. Mounted with additional labor by staff to correct and input missed and corrupt data (county). (9mo. X 4,500 salary = \$40,500.) The training on the new RMIS was approximately 5 months, for 1 hour with two to 3 sessions a day, twice a week. Training was conducted for all ranges of Staff level. The training resulted in and additional approximate cost of \$50,000+.