

AUTHORIZATION TO ENTER INTO A CONTRACT WITH
ORIGAMI RISK, LLC FOR A
RISK MANAGEMENT INFORMATION SYSTEM (RMIS)

Presented by:
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Background

- Risk Management Information Systems (RMIS) ensure consistent tracking and reporting of liability claims and risk management efforts.
- Provide accurate and reliable data to City leadership as well as essential regulatory compliance and auditing controls.
- Current Liability application, developed in-house, is no longer supported and lacks many advanced capabilities.
- Staff recommends replacement with modern system.



Background

- Request for Proposals was issued on February 24, 2020. Three (3) vendors responded.
- Based on the RFP scoring, staff recommends entering into a five-year contract with Origami Risk, LLC for \$544,904, inclusive of annual support costs.



Fiscal Impact

- Summary of Contract:

Base Implementation Amount	\$202,220
Maintenance & Support (Years 2-5)	\$322,462
Contingency Allowance on Base (10%)	\$20,222
Contract “Not to Exceed” Amount	\$544,904



Fiscal Impact

- Ongoing annual support costs of approximately \$80,615 annually will be addressed in future budgeted appropriations from the General Liability Fund beginning in FY 2022.
- Summary of Funding Sources

General Liability Fund	\$524,904
Worker's Compensation Fund	\$20,000
Total Sources	\$544,904



Recommendation

1. Find that this action is exempt from the California Environmental Quality Act (“CEQA”) pursuant to State CEQA Guidelines Section 15061(b) (3);
2. Authorize the City Manager to enter into a five-year contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Origami Risk LLC for a Risk/Liability Management Information System (RMIS) to manage its liability programs in an amount not to exceed \$544,904, which includes the base contract amount of \$524,682, and a contingency of \$20,222 to provide for any necessary change orders; and
3. Amend the Fiscal Year 2021 Operating Budget by appropriating \$132,442 to the Liability & Claims budget account, 50712002-811400, from the General Liability Fund unassigned fund balance.