

Resolution authorizing a contract with Crowe Horwath LLP, to provide Professional Consultant Services to develop a Project Management Plan for implementation of a full Service Enterprise Document Management Solution with the Franklin County Child Support Enforcement Agency.

(CHILD SUPPORT ENFORCEMENT AGENCY) (\$35,000.00)

**WHEREAS**, The Franklin County Child Support Enforcement Agency (FCCSEA) is poised to begin a multi-year project to convert all of its case files to an electronic format; and

**WHEREAS**, The FCCSEA will also be creating electronic work flows and business process management systems to complement the electronic file storage system; and

**WHEREAS**, Crowe Horwath LLP has worked with FCCSEA in the past to document its business processes and determine the technical specifications for the document storage and business process management systems; and

**WHEREAS**, the Enterprise Document Management Solution would allow the FCCSEA to electronically capture images of all case file documents at first point of entry into the agency, electronically route all documents, scan all existing open case file documents and implement electronic workflows for all FCCSEA processes; and

**WHEREAS**, the scope of this project requires professional Project Management Services to determine the flow and timing of each phase of the project as well as ensuring optimal operation of FCCSEA services to customers during the project; and

**WHEREAS**, the Consultant's role will be to identify and document the FCCSEA's current work flow processes and use that information to assist in the development of the project plan that will ensure the project proceeds in a timely manner and that current business processes are not compromised during the conversion; and

**WHEREAS**, using professional project management services will contribute to the agency's effectiveness by eliminating costly manual processes and reducing waste in order to maximize efficiency with FCCSEA's internal and external partners; and

Resolution authorizing a contract with Crowe Horwath LLP, to provide Professional Consultant Services to develop a Project Management Plan for implementation of a full Service Enterprise Document Management Solution with the Franklin County Child Support Enforcement Agency.

**WHEREAS**, this contract follows the Federal and County guidelines for professional consultant services regulations to allow the County to obtain federal financial reimbursement; and

**WHEREAS**, the original term of this Contract with **Crowe Horwath LLP**, is for the period of January 1, 2014, through December 31, 2014; now therefore:

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FRANKLIN COUNTY, OHIO:

That the attached purchase order #40801000-00 is described on the accompanying Purchase Order Proof List and the attached contract with Crowe Horwath LLP is hereby approved in the amounts listed:

AGENCY:  
Franklin County Child Support  
Enforcement Agency

CONTRACT AMOUNT:  
\$35,000.00

PURCHASE ORDER AMOUNT: \$35,000.00

Prepared by: Marjorie Tootle  
cc: FCCSEA (3 Originals)