

# FINANCIAL IMPACT STATEMENT For Council Action Items

184491

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Terri Williams		2. Telephone No. 503-865-2469	3. Bureau/Office/Dept. Revenue Bureau
4a. To be filed (date) 3/24/11	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to FPD Budget Analyst: 3/17/11

**1) Legislation Title:**

\*Authorize a sole source contract with Compass Computing Group Inc. for Applications Software Programming Services, Maintenance, and Updates for the Revenue Bureau's tax applications software not to exceed \$530,000 (Ordinance)

**2) Purpose of the Proposed Legislation:**

This sole source PTE contract is with Compass Computing Group, Inc. Compass Computing Group Inc. (Compass) has been Revenue's development and support partner on these software applications for the last 10 years and has developed and maintained the software applications for the tax and permit programs administered by the Bureau, including the Business License Information System (BLIS), Personal Income Tax software, Transient Lodging Tax System software, Regulatory Information System software, Tow Desk software, Business Improvement District software and Payday Lender software. Using one development partner has allowed Revenue to create applications that have a similar look and feel, which allows for easy transition for employees when they transfer to different programs or need to help other programs on a temporary basis. Additionally, Compass' familiarity with both the business rules and the software applications allow for efficient and cost-effective upgrades and change orders, maintenance and break/fix work.

**3) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source.**

No.

**4) Expense:**

**What are the costs to the City as a result of this legislation? What is the source of funding for the expense?** (Please include costs in the current fiscal year as well as costs in future years) (If the action is related to a grant or contract please include the local contribution or match required)

This is a 5 year contract for and not to exceed amount of \$530,000. Expenditures under this contract are included in the Bureaus budget under professional services for both the License & Tax and Regulatory divisions.

**Staffing Requirements:**

**5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** (If new positions are created please include whether they will be part-time, full-time, limited term or permanent positions. If the position is limited term please indicate the end of the term.)

No change in positions.

**6) Will positions be created or eliminated in future years as a result of this legislation?**

Not expected at this time.

**Complete the following section only if an amendment to the budget is proposed.**

**7) Change in Appropriations** (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate center codes and accounts that are to be loaded by accounting. Indicate "new" in Center Code column if new center needs to be created. Use additional space if needed.)

N/A

Thomas W. Lannom, Revenue Bureau Director

APPROPRIATION UNIT HEAD (Typed name and signature)



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE  
**Sam Adams, Mayor**  
**Kenneth L Rust, Chief Administrative Officer**

**Revenue Bureau**  
**Thomas W. Lannom, Director**  
111 SW Columbia St., Suite 600  
Portland, OR 97201  
(503) 823-5154

**DATE:** March 3, 2011

**FOR MAYOR'S OFFICE  
USE ONLY**

**TO:** Mayor Sam Adams

**FROM:** Thomas W. Lannom, Revenue Bureau Director

**184491**

**RE: ORDINANCE TITLE:** \*Authorize a sole source contract with Compass Computing Group Inc. for Applications Software Programming Services, Maintenance, and Updates for the Revenue Bureau's tax applications software not to exceed \$530,000 (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** March 24, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** March 30, 2011
3. **CONTACT NAME & NUMBER:** Terri Williams, x52469
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY**  
**ATTORNEY ATTACHED:** ☐ **Yes** ☒ **No** ☐ **N/A**

**7. BACKGROUND/ANALYSIS**

This sole source PTE contract is with Compass Computing Group, Inc. Compass Computing Group Inc. (Compass) has been Revenue's development and support partner on these software applications for the last 10 years and has developed and maintained the software applications for the tax and permit programs administered by the Bureau, including the Business License Information System (BLIS, Personal Income Tax software, Transient Lodging Tax System software, Regulatory Information System software, Tow Desk software, Business Improvement District software and Payday Lender software. Using one development partner has allowed Revenue to create applications that have a similar look and feel, which allows for easy transition for employees when they transfer to different programs or need to help other programs on a temporary basis. Additionally, Compass' familiarity with both the business rules and the software applications allow for efficient and cost-effective upgrades and change orders, maintenance and break/fix work.

**8. FINANCIAL IMPACT**

This is a 5 year contract with a not to exceed amount of \$530,000. The Revenue Bureau's budget (current year and FY 11-12 target) includes sufficient amounts under Professional Services to access the needed PTE services under this contract.

**9. RECOMMENDATION/ACTION REQUESTED**

The Bureau respectfully requests that the ordinance be passed to allow continued upgrades, maintenance and break/fix work on the tax and permit software applications critical to the achieving the Bureau's mission and goals.