

Portland, Oregon

## FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Linda Jefferson, , FPDR Director	2. Telephone No. 503-823-6823	3. Bureau/Office/Dept. FPDR
4a. To be filed (date):	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>	5. Date Submitted to Commissioner's office and FPD Budget Analyst:
6a. Financial Impact Section: X Financial impact section completed		6b. Public Involvement Section: X Public involvement section completed

**1) Legislation Title:**

\*Authorize contract with Online Business Systems for computer systems design, maintenance, and programming services for the Bureau of Fire and Police Disability and Retirement (Ordinance).

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

This ordinance authorizes FPDR to enter into a contract with Online Business Systems to migrate the FPDR database to a modern, supportable software platform, and to provide maintenance and upgrades for that database for five years. The database is primarily used to track member information and to process all payments to beneficiaries and vendors. The contract amount is not to exceed \$420,000 over five years. This project was approved as an add package in the FY 2011-12 budget process.

**3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?**

- |   |                                    |                                    |                                |
|---|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional                           | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast                            | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |
| <input type="checkbox"/> Central City                                 |                                    |                                    |                                |
| <input checked="" type="checkbox"/> Internal City Government Services |                                    |                                    |                                |

**FINANCIAL IMPACT****4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.**

We do not expect this ordinance to impact revenue.

**5) Expense: What are the costs to the City related to 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. If there is a project estimate, please identify the **level of confidence**.)*

The contract amount is not to exceed \$420,000 over five years. This includes \$200,000 to migrate the database and \$220,000 for database enhancements and annual maintenance and support over five years. The source of funds is the dedicated FPDR tax levy.

The FPDR Board of Trustees and the City Council approved \$240,000 for this project during the FY 2011-12 budget process. FPDR's five-year forecast includes \$50,000 per year for additional enhancements and ongoing maintenance and support; these funds will be approved each year as part of the annual budget process. In both cases, the expenses included in this contract are less than the approved and/or projected expenses.

**6) Staffing Requirements:**

- **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

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

No

*(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 cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

No change to appropriations

**[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]**

**PUBLIC INVOLVEMENT**

184986

**8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:**

☒ **YES:** Please proceed to Question #9.

☐ **NO:** Please, explain why below; and proceed to Question #10.

**9) If “YES,” please answer the following questions:**

**a) What impacts are anticipated in the community from this proposed Council item?**

None

**b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?**

The FPDR Board of Trustees elected to pursue replacement of the database, determined the scope of the project, and authorized the contract now before City Council. The Board includes two citizen members appointed by the Mayor and confirmed by City Council, and two members elected by active police officers and fire fighters. In addition, FPDR members and other citizens had the opportunity to testify about this project at several Board meetings. Finally, the selection committee that reviewed and recommended bids for this project included a minority representative.

**c) How did public involvement shape the outcome of this Council item?**

Public involvement influenced the FPDR Board’s decision to pursue the lowest cost, lowest risk alternative for replacement of the existing database.

**d) Who designed and implemented the public involvement related to this Council item?**

Sheri Miller (FPDR senior management analyst) and Nancy Hartline (FPDR Financial Manager)

**e) Primary contact for more information on this public involvement process (name, title, phone, email):**

Sheri Miller, 503-823-2977, Sheri.Miller@portlandoregon.gov

**10) Is any future public involvement anticipated or necessary for this Council item? Please**

**describe why or why not.**

Yes, the FPDR Board of Trustees will need to approve funds for additional enhancements and ongoing maintenance and support as part of the budget process each year, even though funds are already included in the FPDR five-year forecast. As always, FPDR members and citizens will also be invited to testify about the annual budget at FPDR Board meetings.

Linda Jefferson, FPDR Director

BUREAU DIRECTOR (Typed name and signature)





## City of Portland, Oregon

### BUREAU OF FIRE AND POLICE DISABILITY AND RETIREMENT

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Linda L. Jefferson, CPDM, Director


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City Council  
Agenda Item  
Staff Supplemental Report

TO: Commissioner Dan Saltzman

THROUGH: Shannon Callahan, Director of Public Safety

FROM: Linda L. Jefferson, FPDR Director 

DATE: October 28, 2011

RE: Authorize Contract with Online Business Systems (OBS) for Computer Systems Design, Maintenance and Programming Services

Requested Placement Date:

#### I. RECOMMENDATION

It is requested that the ordinance to authorize the contract with OBS be placed on the Consent agenda and approved by Council.

#### II. BACKGROUND

In 2002, the Fire and Police Disability and Retirement Fund (FPDR) entered into an agreement with Data Management Consultants (DMC) to provide computer systems design, maintenance and programming services. DMC's contract will be expiring on December 31, 2012. The FPDR database uses an outdated technology platform that will not be supported by the vendor in the near future. FPDR determined that migrating the database to a new platform was the low-cost, low-risk solution, and the FPDR Board of Trustees authorized a budget of \$240,000 for the project in FY 2011-2012. Therefore, in July 2011, FPDR began a bid process through the City's Request for Proposal procedures for an independent technology vendor. Four vendors submitted proposals. The proposals were reviewed by the Selection Committee, which consisted of individuals from FPDR staff, BTS, as well a non-City individual.

III. FINANCIAL IMPACT

The OBS contract is for a five-year period from November 1, 2011 through November 1, 2016. Compensation will be as follows:

- System development in an amount not to exceed \$200,000;
- Ongoing maintenance and support in an amount not to exceed \$120,000;
- Enhancement projects in an amount not to exceed \$100,000.

There are funds available in the FPDR's current year budget.

IV. LEGAL ISSUES

None

V. CONTROVERSIAL ISSUES

None

VI. LINK TO CURRENT CITY POLICIES

n/a

VII. CITIZEN PARTICIPATION

See public involvement statement.

VIII. OTHER GOVERNMENT PARTICIPATION

n/a

IX. IF THIS IS A CONTRACT, DOES CONTRACTOR HAVE A CURRENT BUSINESS LICENSE? Yes. WHAT IS THEIR BUSINESS LICENSE NUMBER? 657984. IS THEIR ACCOUNT WITH THE CITY CURRENT? Yes. IF NOT, HOW MUCH IS OWING? \_\_\_\_\_.