

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Mark Greinke, CTO		2. Telephone No. 823.4219	3. Bureau/Office/Dept. Technology Services
4a. To be filed (hearing date): July 18, 2012	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: 07/05/2012
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

1) Legislation Title:

*Authorize on-call service contracts for Professional, Technical, and Expert services for information technology (Ordinance)

2) Purpose of the Proposed Legislation:

The purpose is to authorize on-call service contracts for Professional, Technical, and Expert services for information technology. This will enable the City of Portland's Bureau of Technology Services to respond efficiently and effectively to occasional unanticipated and temporary demands for information technology service.

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.**

No revenue will be generated by this legislation.

5) 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. If there is a project estimate, please identify the *level of confidence*.)

This ordinance will not result in any direct costs. Expenditures will be funded by existing budget appropriations and/or interagency agreements, with no additional or new appropriations required, unless adjustments are part of the normal budgetary change and adjustment process, including any required Council approvals.

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.)*

This legislation will not result in any changes to positions either in the current year or in future years.

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

(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

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

PUBLIC INVOLVEMENT

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?

As part of a collaborative effort between BTS and Procurement Services, Request for Proposal (RFP) No. 113754 was issued on November 8, 2011 to establish contracts for On-call Information Technology Services for an initial period of three years in eighteen service categories. 164 proposals were received. Members of the Minority Evaluator Program (MEP) were actively sought and an MEP member participated in the evaluation of each category except one.

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

Review by City staff, external reviewers, and MEP evaluators ensured a fair and equitable selection process.

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

Procurement Services and the Bureau of Technology Services collaborated on development of the RFP.

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

Scott Schneider, Technology Procurement Supervisor, 503-823-6880
 Scott.Schneider@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No further public involvement is necessary until these contracts expire and a new RFP is required. These contracts come up before Council every three years and are routine.

Mark Greinke, Chief Technology Officer

Carol Blue, Deputy Director

APPROPRIATION UNIT HEAD (Typed name and signature)



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer
Bryant Enge, Director, Bureau of Internal Business Services

Christine Moody
Chief Procurement Officer
Procurement Services

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FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

DATE: July 12, 2012
TO: Mayor Sam Adams
FROM: Christine Moody
RE: *Authorize on-call service contracts for Professional, Technical, and Expert services for information technology (Ordinance)

185499

1. INTENDED THURSDAY FILING DATE: July 12, 2012
2. REQUESTED COUNCIL AGENDA DATE: July 18, 2012
3. CONTACT NAME & NUMBER: Christine Moody ~ 823-1095
4. PLACE ON: ☒ CONSENT ☐ REGULAR
5. BUDGET IMPACT STATEMENT ATTACHED: ☒ Yes ☐ No ☐ N/A
6. THREE (3) ORIGINALS OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY ATTACHED: ☐ Yes ☐ No ☒ N/A

7. BACKGROUND / ANALYSIS:

The City of Portland's (City) Bureau of Technology Services (BTS) occasionally receives unanticipated demands for information technology (IT) services which may require BTS to establish an IT Professional, Technical, and Expert (PTE) contract in order to accomplish the requested task. It is efficient and effective for BTS to respond to these temporary IT service needs by using previously established PTE on-call contracts, thereby expediting the City's response in the most cost effective and timely manner. BTS and Procurement Services (PS) have found that on-call service contracts are an appropriate mechanism to effectively respond to unexpected and repetitive tasks that exceed current staffing levels or skills.

The City issued Request for Proposal (RFP) No. 113754 on November 8, 2011 to establish contracts for on-call IT services. A total of 164 proposals were received representing forty-eight different contractors. Of those forty-eight contractors, twenty-one were State of Oregon certified Minority-owned Business Enterprises, Women-owned Business Enterprises, and Emerging Small Business (M/W/ESB) firms. A total of sixty-six different contracts will be established for a combined total value of \$15,700,000. Thirty-nine of those contracts will be established with M/W/ESB firms for different categories of work with a total value of \$9,250,000.

Legal issues - none

Controversial issues - none

Citizen participation – see FIPIS

Link to current city policies - none

Other governmental participation – none

8. FINANCIAL IMPACT:

Expenditures shall be funded by existing budget appropriations and/or interagency agreements, with no additional or new appropriations required, unless adjustments are part of the normal budgetary change and adjustment process, including any required Council approvals.

9. RECOMMENDATION/ACTION REQUIRED:

Authorize on-call service contracts for Professional, Technical, and Expert services for information technology.

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.