

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Kevin Campbell		2. Telephone No. 823-1336	3. Bureau/Office/Dept. OMF-EBS
4a. To be filed (date):	4b. Calendar (Check One) Regular Consent 4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst:
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:

*Amend contract with Symphony Management Consulting, LLC in the amount of \$200,000 to provide additional SAP ERP System Post Implementation Support, HCM option services. (Ordinance, amend Contract No. 30000608)

2) Purpose of the Proposed Legislation:

This ordinance amends an existing contract for consultant services to assist the EBS Division in completing SAP configuration in the areas of timekeeping, payroll, and personnel administration delayed due to unanticipated work on the 2010 labor contracts.

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 additional revenue will be generated by this ordinance.

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**.)*

This ordinance amends the contract's "not to exceed" amount by \$200,000 (total NTE amount over 3 years: \$1,075,000). While, this does not commit the City to expenditure of this amount, the EBS division has a large backlog of mission critical SAP work and has a high level of confidence that all of these funds will be required to meet these needs in this fiscal year. Funds will come from EBS' current fiscal year approved budget for professional services.

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 positions are affected by this legislation.
- **Will positions be created or eliminated in future years as a result of this legislation?**
No positions are affected by 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

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.

This ordinance amends an existing contract to allow the EBS Division to perform mission critical internal business and support functions for other city bureaus. Funding comes from our current fiscal year approved budget for professional services. The EBS staff consulted with our customers and central business owners and determined that this ordinance has minimal impact on the community, minimal community interest, and that immediate action is required.

9) If "YES," please answer the following questions:

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

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?

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

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

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

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

No future public involvement is anticipated.



Bruce Theurer, EBS Division Manager



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE
Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer

Enterprise Business Solution Division
Bruce Theurer
Division Manager

1120 SW Fifth Ave., Suite 1435
Portland, Oregon 97204-1912
(503) 823-7385

DATE: November 17, 2011
TO: Mayor Sam Adams
FROM: Bruce Theurer, SAP Support Manager

**FOR MAYOR'S OFFICE USE
ONLY**

Reviewed by Bureau Liaison _____

RE: Amendment to Contract 30000608 (Symphony Management Consulting, LLC)

1. INTENDED FILING DATE: November 17, 2011
2. REQUESTED COUNCIL AGENDA DATE: December 07, 2011
3. CONTACT NAME & NUMBER: Kevin Campbell, Ext 3-1336
4. PLACE ON: ☒ CONSENT ☐ REGULAR
5. BUDGET IMPACT STATEMENT ATTACHED: ☒ Yes ☐ No ☐ N/A
6. ONE (1) ORIGINALS OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY
ATTACHED: ☒ Yes ☐ No ☐ N/A

7. BACKGROUND/ANALYSIS:

This emergency ordinance amends an existing contract for consultant services to assist the EBS Division of OMF in completing SAP configuration in the areas of timekeeping, payroll, and personnel administration delayed due to unanticipated work on the 2010 labor contracts.

Legal issues – n/a

Controversial issues – n/a

Citizen participation –

This emergency ordinance amends an existing contract to allow the EBS Division to perform mission critical internal business and support functions for other city bureaus. Funding comes from our current fiscal year approved budget for professional services. The EBS staff consulted with our customer bureaus and central business owners and determined that this ordinance has minimal impact on the community, minimal community interest, and that immediate action is required.

Link to current city policies –

Other governmental participation – n/a

8. FINANCIAL IMPACT:

This emergency ordinance increases the contract's "not to exceed" amount by \$200,000 (total NTE amount over 3 years: \$1,075,000). Funds will come from EBS' current fiscal year approved budget for professional services.

- 9. RECOMMENDATION/ACTION REQUIRED:** The EBS Division of OMF requests that this contract amendment and the associated emergency ordinance be approved.

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.

AMENDMENT NO. 3

CONTRACT NO. 30000608

**FLEXIBLE SERVICES FOR
SAP ERP SYSTEM POST IMPLEMENTATION SUPPORT, HCM OPTION**

This Contract was made and entered by and between Symphony Management Consulting, LLC, hereinafter called Contractor, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City. This Amendment may refer to the City and Contractor individually as a Party or collectively as the Parties.

1. Additional compensation not-to-exceed \$200,000 is necessary due to additional work required beyond what was anticipated at the time contract was executed.
2. This Amendment No. 3 to Contract No. 30000608 increases the total not-to-exceed amount of the contract from \$875,000 to \$1,075,000.

All other terms and conditions shall remain unchanged and in full force and effect.

CONTRACTOR SIGNATURE:

This contract amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same contract amendment.

The Parties agree the City and Contractor may conduct this transaction by electronic means, including the use of electronic signatures.

Symphony Management Consulting, LLC

By: Kellie Ann Fitzpatrick Date: 11/15/11

Name: Kellie Fitzpatrick

Title: CEO

Address: 5950 Fairview Rd., Ste. 619, Charlotte, NC 282107

Telephone: (704) 556-2288

Contract No. 30000608 Amendment/Change Order No. 3

Contract Title: FLEXIBLE SERVICES FOR SAP ERP SYSTEM POST IMPLEMENTATION SUPPORT,
HCM OPTION

CITY OF PORTLAND SIGNATURES:

By: _____
Chief Procurement Officer

Date: _____

Approved as to Form: _____

By: *Linda Nguyen*
Office of City Attorney

Date: 11/15/2011

ORDINANCE No.

*Amend contract with Symphony Management Consulting, LLC in the amount of \$200,000 to provide additional SAP ERP System Post Implementation Support, HCM option services. (Ordinance; amend Contract No. 30000608)

The City of Portland ordains:

Section 1. The Council finds:

1. On June 25, 2009 a contract was entered into between the City of Portland (City) and Symphony Management Consulting, LLC to provide SAP ERP SYSTEM POST IMPLEMENTATION SUPPORT, HCM OPTION services.
2. The original Contract amount was \$700,000 with an expiration date of June 30, 2012.
3. Additional SAP ERP SYSTEM POST IMPLEMENTATION SUPPORT, HCM OPTION services are required. The Enterprise Business Solutions Division (EBS) of OMF recommends that Contract No. 30000608 with Symphony Management Consulting, LLC be amended to increase the compensation by \$200,000.
4. The additional compensation under this Ordinance, along with previously added compensation, comes to \$375,000, which is 57% of the original compensation amount of \$700,000. The new not-to-exceed amount of the Contract is \$1,075,000.
5. Sufficient funding resides in OMF Internal Service fund 708000 beginning in FY 2011-2012.
6. Previous Amendments: 2
 - Amendment No.1, dated January 7, 2010 provided for elimination of the annual not to exceed amount.
 - Amendment No.2, dated October 14, 2010 increased the total contract compensation by \$175,000 for a total not to exceed amount of \$875,000.

NOW THEREFORE, the Council Directs:

- a. The Chief Procurement Officer is authorized to amend Contract No. 30000608 with Symphony Management Consulting, LLC for services in accordance with Amendment No. 3 attached hereto as Exhibit A.
- b. The Mayor and the Auditor are hereby authorized to draw and deliver checks payable to Symphony Management Consulting, LLC chargeable to the EBS Division of OMF when demand is presented and approved by the proper authorities.

Section 2. The Council declares that an emergency exists because consultant work under this contract is essential to continue meeting the mission critical business needs of bureaus for SAP change requests, break/fixes, and new functionality. Therefore, this Ordinance shall be in full force and effect from and after its passage by Council.

Passed by the Council,

Mayor Sam Adams

Prepared by: **Kevin Campbell**

Date Prepared: **November 16, 2011**

LAVONNE GRIFFIN-VALADE
AUDITOR OF THE CITY OF PORTLAND
BY

Deputy

Agenda No.
ORDINANCE NO.
 Title

*Amend contract with Symphony Management Consulting, LLC in the amount of \$200,000 to provide additional SAP ERP System Post Implementation Support, HCM option services. (Ordinance, amend Contract No. 30000608)

INTRODUCED BY Commissioner/Auditor: Mayor Adams	CLERK USE: DATE FILED DEC 02 2011
COMMISSIONER APPROVAL Mayor—Finance and Administration - Adams <i>[Signature]</i> Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Leonard	LaVonne Griffin-Valade Auditor of the City of Portland By: <i>[Signature]</i> Deputy
BUREAU APPROVAL Bureau: OMF Bureau Head: <i>[Signature]</i>	ACTION TAKEN: DEC 07 2011 REFERRED TO COMMISSIONER OF FINANCE AND ADMINISTRATION
Prepared by: 11/01/2011 Date Prepared: Kevin Campbell	
Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Council Meeting Date 12/7/2011	
City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter	

AGENDA
TIME CERTAIN <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion)
CONSENT <input checked="" type="checkbox"/> <i>Pulled</i>
REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz		
2. Fish	2. Fish		
3. Saltzman	3. Saltzman		
4. Leonard	4. Leonard		
Adams	Adams		