

ORDINANCE No. 185567

*Authorize a contract with EPI-USE America, Inc. for services to re-engineer and resolve City time and payroll processes and issues. (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. Working with stakeholders and customer bureaus, the City of Portland's (City) Office of Management and Finance - Enterprise Business Solution Division (EBS) has found that initial time management decisions made during SAP implementation have led to ongoing issues affecting employee compensation.
2. Bureau of Human Resources as one of the largest users of SAP Time Management System has determined that the time and payroll correction must be completed before the upcoming labor contracts are implemented in SAP.
3. This solution will enlist consultants, supported by the EBS team, to correct the existing SAP system and processes.
4. On May 1, 2012, Procurement Services issued Request for Proposal (RFP) No. 114373 in accordance with Section 5.68 of the City Code, to solicit the services of a qualified vendor to re-engineer and resolve City's Time and Payroll processes and issues and transfer knowledge to EBS team members.
5. EPI-USE America, Inc. was selected to provide the City's required services. The City and EPI-USE America, Inc. desire to enter into contract for these services
6. The total, not-to-exceed cost of this contract is \$975,000.
7. Expenditures for this project shall be funded by EBS' existing budget appropriations, with no additional or new appropriations required, unless adjustments are part of the normal budgetary change and adjustment process, including any required Council approvals.

NOW, THEREFORE, The Council directs:

- a. The Chief Procurement Officer is authorized to execute a contract substantially in accordance with the contract attached as Exhibit A, with EPI-USE America, Inc. on behalf of the City.
- b. The Chief Procurement Officer is authorized to execute amendments to this agreement, provided the contract amendment has been approved by the City Attorney.

- c. The Mayor and the Auditor hereby are authorized to draw and deliver warrants payable to the contractor.

Section 2. The Council declares that an emergency exists in order that the City may implement the upcoming labor contract changes in the corrected time and payroll systems and; therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: **AUG 29 2012**

**LAVONNE GRIFFIN-
VALADE**

Auditor of the City of Portland

By



Mayor Sam Adams

Prepared by: Kevin Campbell

Prepared date: August 20, 2012

Deputy

Agenda No. **185567**
ORDINANCE NO.
 Title

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<p>INTRODUCED BY Commissioner/Auditor:</p>	<p>CLERK USE: DATE FILED <u>AUG 24 2012</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Adams <i>[Signature]</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p align="center">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: OMF</p> <p>Bureau Head: Jack D. Graham <i>[Signature]</i></p> <p>Prepared by: Kevin Campbell Date Prepared: August 20, 2012</p> <p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Council Meeting Date August 29, 2012</p>	<p>ACTION TAKEN:</p>
<p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>6/</i></p>	

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

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	<input checked="" type="checkbox"/>	
2. Fish	2. Fish	<input checked="" type="checkbox"/>	
3. Saltzman	3. Saltzman	<input checked="" type="checkbox"/>	
4. Leonard	4. Leonard	<input checked="" type="checkbox"/>	
Adams	Adams	<input type="checkbox"/>	