

ORDINANCE No. 188046

*Authorize contract with Access Sciences to provide project management and implementation for the Bureau of Transportation electronic file conversion project in the amount of \$294,000. (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Bureau of Transportation does not utilize standardized electronic filing systems so divisions, sections, or employees are using an array of filing classifications within their groups. This practice reduces efficiencies for legal, public record, staffing and project management file retrieval.
2. The value of electronic filing should take into account short and long-term retention and access and must go beyond actual costs and look at the public interest and government gains in proactive, electronic file procedures.
3. Moving towards less paper is about advantages that come by integrating siloed data and, in turn, optimizing business processes while greatly reducing associated costs. Less paper means more security, accessibility, customer satisfaction, and greater adherence to regulatory demands while lowering cost in management of the bureau's data and supply demands associated with paper files.
4. Using the Portland Building move out as the catalyst for this project, the Bureau of Transportation issued an RFP to help manage this work. In August 2016, we received proposals for the Efile Conversion Project. Following a standard evaluation process, Access Sciences was selected as the most qualified consultant to complete the work identified.
5. The Bureau of Transportation will be providing funds for this project through the FY 2016-2017 adopted budget under the direction of the Bureau of Transportation Business Services group, and the City Auditors office.
6. The Bureau's level of confidence in the cost estimate for this project is low because no internal assessment phase has been completed.

NOW, THEREFORE, the Council directs:

- a. The Chief Procurement Officer is hereby authorized to execute a Contract with Access Sciences for the purpose of providing assessment, development and implementation for the Bureau of Transportation Electronic Files Conversion project, in the amount not to exceed \$294,000 in a form similar to attached Exhibit A.

- b. The Auditor are hereby authorized to draw and deliver checks for this contract payable to Access Sciences chargeable to Bureau of Transportation Business Services when demand is presented and approved by the proper authority.

Section 2. The Council declares that an emergency exists to prevent delay in proceeding with the project assessment, development and implementation prior to the Portland Building move out; therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council, OCT 19 2016

Commissioner Steve Novick
Prepared by: Maribeth Elmes, TK
Date Prepared: September 26, 2016

Mary Hull Caballero
Auditor of the City of Portland
By


Deputy

1159

Agenda No. **188046**
ORDINANCE NO.
 Title

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Bureau of Transportation

INTRODUCED BY Commissioner/Auditor: COMMISSIONER STEVE NOVICK	CLERK USE: DATE FILED <u>OCT 11 2016</u>
COMMISSIONER APPROVAL Mayor—Finance and Administration - Hales Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Novick <i>CW</i>	Mary Hull Caballero Auditor of the City of Portland By: <i>[Signature]</i> Deputy
BUREAU APPROVAL Bureau: Transportation Business Services Manager: Alissa Mahar <i>AM</i> Assistant Director: Maurice Henderson <i>AM</i> Prepared by: Maribeth Elmes, TK <i>AM</i> Date Prepared: September 26, 2016 Supervisor: Alissa Mahar <i>AM</i> Impact 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"/> City Auditor Office Approval: required for Code Ordinances City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter <i>6/</i> Council Meeting October 19, 2016	ACTION TAKEN: OCT 19 2016 RESCHEDULED TO OCT 19 2016 AT 2:00 PM

AGENDA TIME CERTAIN <input checked="" type="checkbox"/> Start time: <u>10:30</u> Total amount of time needed: 15 minutes (for presentation, testimony and discussion) CONSENT <input type="checkbox"/> REGULAR <input type="checkbox"/> Total amount of time needed: <u>MIN</u> (for presentation, testimony and discussion)

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. Novick	4. Novick	<input checked="" type="checkbox"/>	
Hales	Hales	<input checked="" type="checkbox"/>	