

IMPACT STATEMENT

Legislation title: * Authorize a Request For Proposal for a new budgeting software system.
(Ordinance)

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Purpose of proposed legislation and background information:

Since 2003, the City of Portland Budget Office (CBO) has administered Portland's citywide budget preparation software, BRASS. The citywide budget software is used by all City bureaus to develop, prepare, analyze and share information related to the City's annual budget production process as well as three supplemental budget processes throughout the year. BRASS is currently unsupported for other necessary citywide software upgrades (i.e. upgrades to Windows 10), and the official end-of-life for the software is December 2020. Given its current unsupported status, CBO has determined that BRASS needs to be replaced as soon as possible, CBO estimates the new replacement system will need to go live by Fall of 2019 in order to prepare the FY 2020-21 budget.

This ordinance authorizes the Chief Procurement Officer to facilitate the use of a Request for Proposal (RFP) competitive solicitation process in accordance with City Code 5.33 in order to obtain the most responsive and responsible proposer to replace the current budget software. This legislation will result in a competitive solicitation and negotiated contract.

Financial and budgetary impacts:

In the FY 2016-17 Fall Supplemental Budget, CBO was allocated \$1.0 million to begin the process of upgrading or replacing the current enterprise budgeting software, BRASS. Discovery work on this project is ongoing, performed primarily by staff. CBO has carried over \$960,000 during the FY 2016-17 Spring Supplemental Budget process to continue work in FY 2017-18.

Exact project costs for the budgeting software system are currently unknown; however, during the discovery process, CBO has learned that it is highly likely the total project costs will exceed current funding. Initial research suggests that the capital costs of the project (the software itself) may cost approximately \$750,000 and non-capital costs could range from \$1.2-\$1.5 million dollars for implementation and licensing costs are currently unknown.

If Council approves the RFP, CBO will likely make a future request for additional one time general fund support to complete the budgeting software system replacement project, with an accompanying request for ongoing general fund support for necessary licensing fees.

Community impacts and community involvement:

The citywide budget software is used by all City bureaus to develop, prepare, analyze and share information related to the City's annual budget production process as well as three supplemental budget processes throughout the year. While this project does not directly affect the community at large, an efficient budget process and the ability to disseminate City budget data is requisite for meaningful community input on City budgets.

The technology contracting community, including contractors certified with the State of Oregon as Disadvantaged, Minority, Women and Emerging Small Businesses will be involved when the public notice is posted on the City's Online Procurement System.

Potential proposers will be able to review the competitive solicitation, ask questions, provide comments and submit proposal responses to the competitive Request for Proposals (RFP). A member of the Minority Evaluator Program (MEP) will participate in the evaluation of the proposals.

Budgetary Impact Worksheet

Does this action change appropriations?

- ☒ **YES:** Please complete the information below.
☐ **NO:** Skip this section

This section is skipped since adjustments are provided in the attached exhibits and will be interfaced directly to the City system. Detailed changes are available online at <http://www.portlandoregon.gov/cbo/60863>.

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