



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Ted Wheeler, Mayor
Tom Rinehart, Chief Administrative Officer
Jennifer Cooperman, Chief Financial Officer,
Bureau of Revenue and Financial Services

Lester Spitler
Chief Procurement Officer
Procurement Services
1120 SW Fifth Avenue, Rm 750
Portland, OR 97204-1912
(503) 823-5047
FAX (503) 865-3455
TTY (503) 823-6868

June 12, 2019

The Bureau of Revenue and Financial Services, Revenue Division (Revenue) is responsible for the operation and maintenance of the City's multiple tax systems in support of collecting the Business License Tax, Transient Lodgings (hotel/motel) Tax, Arts Education and Access Income Tax, Enhanced Service Districts, and permitting fees. These tax systems are also used to collect revenues for other governments, notably Multnomah County tax programs, including the Business Income Tax and the Transient Lodgings Tax. These systems have been custom-developed over the past twenty years, are aging and expected to be unsupported by the vendor within three years. A replacement tax administration system is required to sustain basic revenue collection. Implementing a modernized system will also increase City general fund revenues through greater collections, improved audit selection, and higher rates of compliance via Modernized eFiling.

On October 10, 2018, City Council passed Ordinance No. 189202 authorizing the Chief Procurement Officer to conduct a competitive solicitation in accordance with City Code for tax administration software, for an estimated amount of \$20 million to \$30 million, on behalf of the Bureau of Revenue and Financial Services, Revenue Division. On November 6, Procurement Services issued Request for Proposals (RFP) No. 00001061 for Integrated Tax System Software and Implementation. Responses were due on December 27 and four proposals were received. All four proposals were deemed responsive to the requirements of the solicitation. The proposals were evaluated and scored by a panel of evaluators including a community member participant from the Minority Evaluator Program.

On March 19, 2019, in accordance with the solicitation requirements, the City issued a Notice of Intent to Negotiate and Award to the highest scoring proposer, FAST Enterprises, LLC. The notice was publicly posted for seven calendar days and no protests or other public comments were received during that period.

FAST Enterprises, LLC has a current Business Tax registration and meets the City's contracting compliance requirements. The Bureau's level of confidence in the not-to-exceed amount for the Price Agreement is "Medium".

I recommend the City award a contract to FAST Enterprises, LLC for a not-to-exceed amount of \$21,000,000 for the initial five-year term, and request that Council accept this report.

Recommended by:

Lester Spitler
Chief Procurement Officer
LS:ss

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.

604

Agenda No. _____

Item Type: Report No. _____

Council Meeting Date: June 19, 2019

Title: Authorize a Contract for Integrated Tax System Software and Implementation for an initial term of five years and an initial not-to-exceed value of \$21 million (Procurement Report) - RFP No. 00001661)

AGENDA TYPE

☐ Consent☒ Regular☐ Time Certain Start Time

Item 1 of 2

Total amount of time needed for presentation, testimony and discussion (Regular and Time Certain Only): 10 Minutes

INTRODUCED BY: Mayor Ted Wheeler

COMMISSIONER / AUDITOR APPROVAL

Mayor - Finance & Admin. - Wheeler Mustafa Washington

Digitally signed by Mustafa Washington
Date: 2019.06.11 11:58:01 -0700

Position 1/ Utilities - Fritz

Position 2/ Works - Fish

Position 3/ Affairs - Hardesty

Position 4/ Safety - Eudaly

City Auditor - Hull Caballero

1) Is a completed Impact Statement attached? ☒ Yes3) Is the item a Code ordinance? ☐ Yes ☒ No

If yes, Auditor Office Approval

5a) Is item a Portland Policy Document or Administrative Rule?

☐ Yes ☒ No

BUREAU APPROVALS

Bureau: OMF/BRFS

OMF/CAO: Tom Rinehart

Digitally signed by Tom Rinehart
Date: 2019.06.05 08:36:06 -0700

Bureau Approval: Jennifer Cooperman

Digitally signed by Jennifer Cooperman
Date: 2019.06.04 16:41:31 -0700

Prepared By: Scott Schneider

Date Prepared: May 22, 2019

2) Does the item amend the budget? ☐ Yes ☒ No
If yes, Budget Office Approval4) Is this item a contract (current or future), code, easement, franchise, comp plan or Charter? ☐ Yes ☒ No
If yes, Attorney Office Approval5b) If yes, is the City Policy/Admin Rule directive in the ordinance or resolution? ☐ Yes ☐ No

ACTION TAKEN:

JUN 19 2019 ACCEPTED PREPARE CONTRACT

CLERK USE: DATE FILED 6/11/19

Mary Hull Caballero
Auditor of the City of Portland

By: 
Deputy

FOUR-FIFTHS AGENDA

1. Fritz
2. Fish
3. Hardesty
4. Eudaly
Wheeler

COMMISSIONERS VOTED AS FOLLOWS:

	YEAS	NAYS
1. Fritz	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Fish	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Hardesty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Eudaly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wheeler	<input checked="" type="checkbox"/>	<input type="checkbox"/>