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191034

Ordinance

**Authorize a competitive solicitation for community engagement, outreach and education, capacity-building and training, and strategic communications for the Bureau of Planning and Sustainability for an estimated cost of \$3 million over three years**

Passed

The City of Portland ordains:

Section 1. The Council finds:

1. The Bureau of Planning and Sustainability (BPS) has identified an ongoing and increasing need for services related to community engagement, outreach, & education; community capacity-building & training; and strategic communications.
2. Accessing these services through an ongoing three-year plan will ensure the best value for the BPS, and any other City bureaus that may need such services, over the next three years.
3. BPS currently has contracts that are near expiration and seeks Council's authorization for Procurement Services to issue a competitive solicitation for these services.
4. BPS has been working with Procurement staff to create an equitable outreach system to issue a large, competitive process for the above noted service.
5. The Bureau's confidence level in the estimated cost is optimum and is based on spend for such items over the past five years.

NOW, THEREFORE, the Council directs:

- A. The Chief Procurement Officer to facilitate the use of the competitive solicitation process in accordance with City Code for the purchase of aggregate materials and related services.
- B. Upon Council acceptance of the Chief Procurement Officer's Report, Procurement Services is authorized to negotiate and execute one or more contracts with one or more offerors,

**Introduced by**

[Commissioner Carmen Rubio](#)

**Bureau**

[Planning and Sustainability](#)

**Contact**

**Julie Ocken**

Strategic Projects

✉ [julie.ocken@portlandoregon.gov](mailto:julie.ocken@portlandoregon.gov)

**Requested Agenda Type**

Consent

**Date and Time Information**

**Requested Council Date**

October 19, 2022

provided each contract has been approved as to form by the City Attorney's Office.

An ordinance when passed by the Council shall be signed by the Auditor. It shall be carefully filed and preserved in the custody of the Auditor (City Charter Chapter 2 Article 1 Section 2-122)

Passed by Council  
October 19, 2022

Auditor of the City of Portland  
Mary Hull Caballero

## **Impact Statement**

### **Purpose of Proposed Legislation and Background Information**

The Bureau of Planning and Sustainability (BPS) has identified an ongoing and increasing need for services related to community engagement, outreach, & education; capacity-building & training; and strategic communications.

Over the past three years, these types of services have been purchased under contracts with an average annual spend of \$1 million. Many of these contracts are either expiring or have limited funds left after FY 2022-23. To streamline efforts for bidding and for City staff, Procurement Services desires to issue a competitive solicitation for new contracts for these same services.

Portland Procurement Code 5.33.040, Authority of Chief Procurement Officer, limits CPO's signature authority, to price agreements for periodic supply of goods and services, to \$1 million annually. Price agreements with estimated expenditures exceeding \$1 million annually require approval of Portland City Council.

An ordinance will allow Procurement Services to issue a solicitation and award one or more contracts for these stated services.

Proposed legislation supports City policies and does not change City policies.

### **Financial and Budgetary Impacts**

The confidence level in the estimated spend of \$3 million is optimum and is based on spend for such services over the past three years. No new budget appropriations would be necessary as bureaus would be spending budgeted funds already approved for such goods and services. The form of contract resulting from the solicitation would be price agreements, which confirm unit pricing for goods and services if a bureau places an order, but the price agreements alone do not represent an offer to buy.

## Community Impacts and Community Involvement

BPS's work is diverse and works with – and serves – a wide range of Portlanders. BPS has consistently had service contracts with many organizations, vendors, and stakeholders. BPS has an ongoing need for these services because the bureau is the custodian of the Comprehensive Plan, which mandates that the bureau work closely with community to develop plans and policies. The bureau regularly conducts public engagement activities and develops strategic communications related to land use planning, climate action, energy, smart cities, digital privacy, and waste collection. To best engage with community and help staff easily contract services that benefit Portlanders, this RFP will streamline the internal processes of working with contractors and community organizations, all in the efforts to learn from our community, build relationships and partnerships, and leverage the expertise of partner organizations and individuals.

Procurement Services will seek offers for services related to equity consulting & facilitation, community engagement & outreach, capacity-building & training, and strategic communications more than 50 local contractors already registered in the City's online solicitation platform, BuySpeed, as well as contractors not already registered in BuySpeed, including minority-owned businesses and contractors registered in the State of Oregon's Certification Office for Business Inclusion and Diversity (COBID).

### 100% Renewable Goal

Not applicable.

## Agenda Items

### 849 Consent Agenda in October 12, 2022 Council Agenda

Passed to second reading

Passed to second reading October 19, 2022 at 9:30 a.m.

### 867 Consent Agenda in October 19, 2022 Council Agenda

Passed

Commissioner Mingus Mapps Yea

Commissioner Carmen Rubio Yea

Commissioner Dan Ryan Yea

Commissioner Jo Ann Hardesty Yea

Mayor Ted Wheeler Yea