ORDINANCE NO. 184871 As Amended

*Authorize a contract with Housing and Development Services, Inc. in an amount not-to-exceed $1,120,000 for a housing and development core software system (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. On July 1, 2010 the City of Portland Housing Bureau (PHB) replaced the Bureau of Housing and Community Development (BHCD) and incorporated the housing development and finance functions formerly at the Portland Development Commission (PDC). The new Portland Housing Bureau has been temporarily using the housing applications (MITAS, Encompass, the PDC Asset Management Portal, and an inventory of access databases) formerly in place at the Portland Development Commission (PDC).

2. Consequently, the PHB is operating with data fragmented between multiple systems, with limited financial data moving between them. Data must be individually extracted from these systems in order to create reports and support other program activities. This myriad of information systems (tracking slightly different aspects of the same programs) results in a fragmentation and duplication of data that makes it extremely difficult to report information.

3. In an effort to reduce the number of applications in use, a Request for Proposal (RFP) was issued December 6, 2010 for a housing and development core software system. Three proposals were received. The RFP Evaluation Team recommended an award to Housing Development Software Inc.

4. The total cost for the Housing Development Software (HDS) is $352,500.00. Implementation will cost $302,450.00 and will begin October 2011. Ongoing hosting and maintenance will average $95,000.00 per year for five years. The total five year not-to-exceed contract value is $1,120,000.00.

5. PHB has also contracted with TEK Systems to provide independent quality assurance (QA) services for the HDS implementation project, including independent review to the Technology Oversight Committee (TOC). QA services are expected to last 6 – 9 months.

NOW THEREFORE, The Council directs:

a. The City's Chief Procurement Officer is hereby authorized to execute the contract, in a form substantially in conformance with the sample contract attached as Exhibit–A, provided the contract is approved as to form by the City Attorney.

b. HDS will provide documentation of annual support and maintenance fees beginning in year three of the contract.

Section 2. The Council declares that an emergency exists because a delay in funding would interrupt PHB's ability to implement the HDS; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council: SEP 1 4 2011

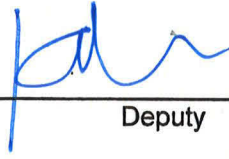**LaVonne Griffin-Valade**
Auditor of the City of Portland
By

Susan Parsons

Deputy

Commissioner Fish
Prepared by: Antoinette Pietka
August 24, 2011

975 ≡ ▪

Agenda No.

ORDINANCE NO. 184871 **As Amended**

Title

and

* Authorize a contract with Housing Development Software Inc. in an amount not-to-exceed $1,120,000.00
(Ordinance)

Services,

*for a housing and development core
software system*

INTRODUCED BY Commissioner/Auditor: **Nick Fish**	CLERK USE: DATE FILED _SEP. 10 2011_
COMMISSIONER APPROVAL	LaVonne Griffin-Valade Auditor of the City of Portland
Mayor—Finance and Administration - Adams	
Position 1/Utilities - Fritz	
Position 2/Works - Fish	By: _____
Position 3/Affairs - Saltzman	Deputy
Position 4/Safety - Leonard	ACTION TAKEN:
BUREAU APPROVAL Bureau: Portland Housing Bureau Bureau Head: Margaret Van Vliet	for MSV
Prepared by: Antoinette Pietka Date Prepared: 08/31/2011	
Financial Impact Statement Completed ☒ Amends Budget ☐ Not Required ☐	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes ☐ No ☒	
Council Meeting Date September 14, 2011 APPROVED AS TO FORM City Attorney Approval	

CITY ATTORNEY

AGENDA		**FOUR-FIFTHS AGENDA**	**COMMISSIONERS VOTED AS FOLLOWS:**		
TIME CERTAIN ☒ Start time: **3:00**				YEAS	NAYS
Total amount of time needed: 20 minutes (for presentation, testimony and discussion)		1. Fritz	1. Fritz	✓	
		2. Fish	2. Fish	✓	
CONSENT ☐		3. Saltzman	3. Saltzman	✓	
REGULAR ☐ Total amount of time needed: (for presentation, testimony and discussion)		4. Leonard	4. Leonard	✓	
		Adams	Adams	✓	