

184999

ORDINANCE No.

*Authorize a contract and provide for payment to furnish Electronic Benefit Administrative Services in support of active employee, retiree and COBRA participants and the Benefits Office within the Bureau of Human Resources. (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Bureau of Human Resources is responsible for administering the City's benefit services to its plan holders. At this time the City of Portland's (City) electronic benefit administrative services currently supporting the administration of active employee health and welfare plans requires replacement. Additionally, the Bureau of Human Resources Benefits Office requires the ability to include retiree and COBRA participants within an electronic administrative solution to meet the future needs of participants and anticipated health and welfare administrative requirements. .
2. The Bureau of Human Resources requires the ability to procure services that are compatible within and will interface with the current SAP structure.
3. The most efficient and cost effective way to meet the needs of the organization and the participants of the plan is to secure a contractual arrangement for these services while a comprehensive determination can be made in relation to the SAP benefits module capabilities, cost to configure an in-house solution and expected on-going infrastructure needs to maintain such an implementation. .
4. The estimated cost for health and welfare plan administrative services over the contract period is estimated to exceed \$500,000. The current annual cost of electronic administration on behalf of active employees is \$265,000 per year.
5. The Bureau of Human Resources seeks Council authorization for Procurement Services to issue a Request for Proposal resulting in a service contract.

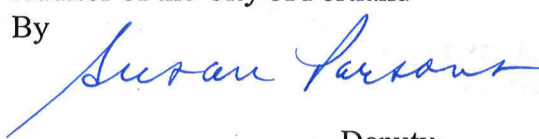
NOW, THEREFORE, the Council directs:

- a. The Chief Procurement Officer is authorized to facilitate the use of the competitive solicitation process as permitted under City Code 5.33 in order to obtain the most responsible and responsive offer for providing health and welfare administrative services to the Bureau of Human Resources and plan participants.
- b. Upon Council acceptance of the Chief Procurement Officer's Report, Procurement Services is authorized to negotiate and execute a contract, provided the contract has been approved as to form by the City Attorney's office.

Section 2. The Council declares that an emergency exists because a delay in proceeding with a contract will unnecessarily put the City at risk for diminished services and accountability related to health plan administrative services; therefore, this Ordinance shall be in full force and effect from and after its passage by Council.

Passed by the Council: NOV 16 2011

Mayor Sam Adams
Prepared by: Yvonne L. Deckard: yld
Date Prepared: 11/3/2011

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

Agenda No. 184999
ORDINANCE NO.
Title

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INTRODUCED BY Commissioner/Auditor: Mayor Sam Adams	CLERK USE: DATE FILED <u>NOV 10 2011</u>
COMMISSIONER APPROVAL	<p style="text-align: right;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p> <p>ACTION TAKEN:</p>
Mayor—Finance and Administration - Adams	
Position 1/Utilities - Fritz	
Position 2/Works - Fish	
Position 3/Affairs - Saltzman	
Position 4/Safety - Leonard	
BUREAU APPROVAL	
Bureau: Human Resources Bureau Head: Yvonne L. Deckard <i>Yvonne L. Deckard by [Signature]</i>	
Prepared by: Cathy L. Bless Date Prepared: 11/3/11	
Financial Impact & Public Involvement 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"/>	
Council Meeting Date 11/16/2011	
City Attorney Approval	

AGENDA

TIME CERTAIN
Start time: _____

Total amount of time needed: _____
(for presentation, testimony and discussion)

CONSENT

REGULAR
Total amount of time needed: _____
(for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	✓	
2. Fish	✓	
3. Saltzman	✓	
4. Leonard	✓	
Adams	✓	