

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Mark Greinke, CTO		2. Telephone No. 823.4219	3. Bureau/Office/Dept. Technology Services
4a. To be filed (date): November 21, 2011	4b. Calendar (Check One) Regular Consent 4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: 11/10/11
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

1) Legislation Title:

*Authorize six Professional, Technical and Expert contracts for on-call technology quality assurance services (Ordinance)

2) Purpose of the Proposed Legislation:

To support the Council sponsored Citizen Technology Oversight Committee the City of Portland, Bureau of Technology Services, has a need for project quality assurance services on an as-needed basis as projects are identified. Work under these contracts will focus on quality assurance oversight for various technology related projects under the oversight of the Citizen Technology Oversight Committee. These as-needed services will be referred to as "on-call services" and generally include work with immediate response, short deadlines, scopes that may need to be developed quickly, and/or requiring expertise currently unavailable in-house. The newly created Citizen Technology Oversight Committee is now up and running and these contracts will be leveraged immediately to provide quality assurance service to support the Citizen Technology Oversight Committee.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--------------------------------------------------------|------------------------------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | <input type="checkbox"/> Internal City Government Services | | |

FINANCIAL IMPACT**4) Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

No revenue will be generated by this legislation.

5) Expense: What are the costs to the City as a result of this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution

or match required. If there is a project estimate, please identify the **level of confidence**.)

Expenses up to \$3,000,000 may be incurred as a result of this legislation. Funding will come from projects for which quality assurance oversight is provided.

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

This legislation will not result in any changes to positions either in the current year or in future years.

- **Will positions be created or eliminated in future years as a result of this legislation?**

This legislation will not result in any changes to positions either in the current year or in future years.

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

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

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

- ☒ **YES:** Please proceed to Question #9.
☐ **NO:** Please, explain why below; and proceed to Question #10.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

The Office of Management and Finance, Bureau of Technology Services and Office of the City Auditor are key agencies working with the bureau directors, City Council and the newly created citizen Technology Oversight Committee to provide technology project oversight. Successful execution and implementation of the City's large and complex projects is not only one of the City's highest business priorities but those of the Technology Oversight Committee as well.

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

The vendor contracting community, including contractors certified with the State of Oregon as minority, women, and emerging small businesses became involved when the project was advertised on August 5, 2011.

c) How did public involvement shape the outcome of this Council item?

Proposals received resulted in the award of the on-call QA contracts.

d) Who designed and implemented the public involvement related to this Council item?

Procurement Services advertised the project as a competitive proposal that was open to the professional, technical and expert services contracting community, including contractors certified with the State as minority, women, and emerging small businesses.

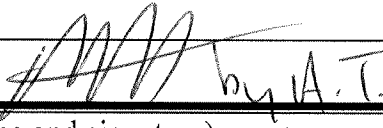
e) Primary contact for more information on this public involvement process (name, title, phone, email):

B. J. Gibson, CPPO, Procurement Manager, 503-823-7665;
barbara.gibson@portlandoregon.gov

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No further public involvement is necessary to execute the on-call QA contracts.

Mark Greinke, Chief Technology Officer



APPROPRIATION UNIT HEAD (Typed name and signature)



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer
Jeffrey B. Baer, Director, Bureau of Internal Business Services

Christine Moody
Chief Procurement Officer
Procurement Services
1120 S.W. Fifth Avenue, Rm. 750
Portland, Oregon 97204-1912
(503) 823-5047
FAX (503) 823-6865
TTY (503) 823-6868

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

DATE: November 9, 2011

TO: Mayor Sam Adams

FROM: Christine Moody

RE: *Authorize six Professional, Technical and Expert contracts for on-call technology quality assurance services (Ordinance)

1. **INTENDED FILING DATE:** November 21, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** November 30, 2011
3. **CONTACT NAME & NUMBER:** Christine Moody ~ 823-1095
4. **PLACE ON:** ☒ CONSENT ☐ REGULAR
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ Yes ☐ No ☐ N/A
6. **ONE (1) ORIGINALS OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY ATTACHED:** ☐ Yes ☐ No ☒ N/A

185011

7. BACKGROUND/ANALYSIS:

To support the Council sponsored Citizen Technology Oversight Committee the City of Portland, Bureau of Technology Services, has a need for project quality assurance services on an as-needed basis as projects are identified. Work under these contracts will focus on quality assurance oversight for various technology related projects under the oversight of the Citizen Technology Oversight Committee. These as-needed services will be referred to as "on-call services" and generally include work with immediate response, short deadlines, scopes that may need to be developed quickly, and/or requiring expertise currently unavailable in-house. The newly created Citizen Technology Oversight Committee is now up and running and these contracts will be leveraged immediately to provide quality assurance service to support the Citizen Technology Oversight Committee.

Legal issues - none known

Controversial issues - none known

Citizen participation - none known

Link to current city policies - none

Other governmental participation - none

8. FINANCIAL IMPACT:

Expenses up to \$3,000,000 may be incurred as a result of this legislation. Funding will come from projects for which quality assurance oversight is provided.

9. RECOMMENDATION/ACTION REQUIRED:

Authorize the execution of six Professional, Technical and Expert contracts for on-call technology quality assurance services to be used by the Citizen's Technology Oversight Committee.

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.