

## FINANCIAL IMPACT STATEMENT For Council Action Items

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

1. Name of Initiator Antoinette Pietka	2. Telephone No. 3-2394	3. Bureau/Office/Dept. 157/500 PHB
4a. To be filed (date) January 12, 2011	4b. Calendar (Check One) Regular      Consent      4/5ths <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	5. Date Submitted to FPD Budget Analyst: December 27, 2010

**1) Legislation Title:**

\* Amend the Professional, Technical, and Expertise Contract with Triad Technology Group to add \$40,000 for the provision of Portland Housing Bureau's information and technology transition (Ordinance; amend Contract No. 30001652)

**2) Purpose of the Proposed Legislation:**

Continue and complete the management, coordination, and incorporation of the information and technology transition of the Portland Housing Bureau's housing development and finance functions formerly performed by Portland Development Commission.

**3) Revenue:**

Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If new revenue is generated please identify the source. No

**4) 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)

The additional funding is included in the City's FY 2010-11 approved budget and is available in PHB's FY 2010-11 adopted budget in the amount of \$40,000 through the Housing Investment Fund (HIF). The total revised contract budget shall not exceed \$80,000 (\$36,666 in TIF, \$3,334 in CDBG, and \$40,000 in HIF).

**Staffing Requirements:**

5) Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? No

6) Will positions be created or eliminated in future years as a result of this legislation? No

Complete the following section if you are accepting and appropriating a grant via ordinance. This section should only be completed if you are adjusting total appropriations, which currently only applies to grant ordinances.

**7) Change in Appropriations** (If the accompanying ordinance amends the budget, please reflect the dollar amount to be appropriated by this legislation. If the appropriation includes an interagency agreement with another bureau, please include the partner bureau budget adjustments in the table as well. Include the appropriate cost elements that are to be loaded by the Grants Office and/or Financial Planning. Use additional space if needed.)

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

Margaret Van Vleet, Director


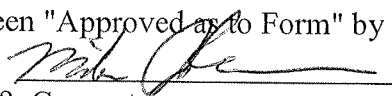
APPROPRIATION UNIT HEAD (Typed name and signature)



CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

Commissioner Nick Fish  
Margaret Van Vliet, Director  
421 SW 6<sup>th</sup> Avenue, Suite 500  
Portland OR 97204  
(503) 823-2375  
Fax (503) 823-2387  
www.portlandonline.com/PHB

**COVER SHEET for  
ORDINANCE, RESOLUTION, REPORT TO COUNCIL**

Today's Date: December 27, 2010  
Expected Date to Council: January 12, 2011  
Title of Ordinance/Report: \* Amend the Professional, Technical, and Expertise Contract with Triad Technology Group to add \$40,000 for the provision of Portland Housing Bureau's information and technology transition (Ordinance; amend Contract No. 30001652)  
Contract Manager's Name & Number: Antoinette Pietka, 3-2394  
Preparer's Name & Number: Same as above  
Manager's Name: Alissa Mahar  
Manager Approval:   
If this is an Agreement/ a Contract, has it been "Approved as to Form" by the City Attorney? Yes  
Your Manager accepts this and signed here:   
Will this be on **Regular** or **Consent** agenda? Consent  
Budget Impact Statement Attached? Yes

*Please complete the following information*

- A. Provide information about the item (What is it about? Why is it important? Is there anything controversial? If so, why are it controversial and how it the controversy addressed? Any pertinent background information?)

*The City through Portland Housing Bureau (PHB) has entered into the Professional, Technical, and Expertise (PTE) Contract No. 30001652 with Triad Technology Group beginning on September 16, 2010, and ending on February 28, 2011. The Contractor through Kathy Steen has managed, coordinated, and incorporated the information technology transition of the housing development and finance functions formerly performed by Portland Development Commission (PDC).*

*PHB would like to amend the Triad Technology Group's PTE contract for the continuation and completion of the information technology transition work. This work includes managing and implementing the reporting process for loan servicing data, ensuring implementation of MITAS application software enhancements; implementing HP Trim as a PHB records management system; developing an RFP process for the provision of a software system (Affordable Housing and Development Core System RFP) that will replace and enhance the functionality currently provided by the shared PHB/PDC Mitas database instance.*

- B. Provide three points of information that our Commissioner can use to introduce this item

*On July 1, 2010 the 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). As an interim solution to meet the merger date, the new Portland Housing Bureau received the housing applications (MITAS, Encompass, Asset Management Portal, and an inventory of access databases) currently in place at the Portland Development Commission (PDC).*

*Triad Technology Group, through the contractor Kathy Steen, has been working to coordinate and incorporate the information technology of the two agencies and develop an RFP process for the provision of a software system that will support the new PHB's business requirements and provide a single source of program data.*

- C. Will you, as the preparer of this item, be at Council when this is heard?

• *Can be, if the Commissioner would like.*

If not, who will be there in your place? *N/A*

- D. If the item is on the regular agenda, describe who will make the presentation or testimony and how much time will be needed for presentation and for Council discussion and vote. *N/A*

- E. Will members of the community be part of the presentation or be invited? *No*

**AMENDMENT No. 1**

**CONTRACT No. 30001652**

**FOR**

**Portland Housing Bureau's Information and Technology Transition**

This Contract was made and entered by and between Triad Technology Group hereinafter called Contractor, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

The City through Portland Housing Bureau (PHB) has entered into the Professional, Technical, and Expertise (PTE) Contract No. 30001652 with Triad Technology Group beginning on September 16, 2010, and ending on February 28, 2011. The Contractor through Kathy Steen has managed, coordinated, and incorporated the information technology transition of the housing development and finance functions formerly performed by Portland Development Commission (PDC).

PHB would like to amend Triad Technology Group's PTE Contract No. 30001652 for the continuation and completion of the transition work as follows:

- A. This contract is hereby extended through March 31, 2011.
- B. Additional work is necessary as described in the following Scope of Work:

**SCOPE OF WORK**

1. Continue to manage and implement the Year-End Reporting process for loan servicing data required by the IRS for form 1098, 1099-C, 1099-INT, 1099-Miscellaneous Income, and 1099-A Acquisition of Abandonment of Secured Property. This information will be calculated via Mitas. This reporting is mandated and must be completed in a timely fashion.
  2. Continue to manage and develop a process to ensure implementation of MITAS application software enhancements. There are monthly releases with Enhancement Notes for the corresponding release month.
  3. Continue to develop a detailed project plan to implement HP TRIM as PHBs record management system. This is the same system being used city-wide and PHB already holds licenses to TRIM. Records include both loan and grant products, and could be expanded as needed at PHB. The lifecycle of the records will include creation, usage, storage and disposition of the content from loan application, through origination, loan servicing and final disposition.
  4. Continue to manage and develop an RFP process for the provision of a software system (Affordable Housing and Development Core System RFP) that will replace and enhance the functionality currently provided by the shared PHB/PDC Mitas database instance. PHB will look more closely at the newest version of Mitas, as well as other applications that would meet business needs. This project will also address the future of the shared PHB/PDC SQL Server loan warehouse.
- C. Additional compensation of \$40,000 is necessary, and the total revised contract budget shall not exceed \$80,000.
  - D. All other terms and conditions of this contract shall remain unchanged and in full force and effect.

CONTRACTOR SIGNATURE:

This contract amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same contract amendment.

The parties agree the City and Contractor may conduct this transaction by electronic means, including the use of electronic signatures.

Triad Technology Group

By: 

Date: 1/3/2011

Name: Ed Pasco

Title: Gm

Address: 12520 SW 68th AVE Tigard OR 97223

Telephone: 503-293-9547

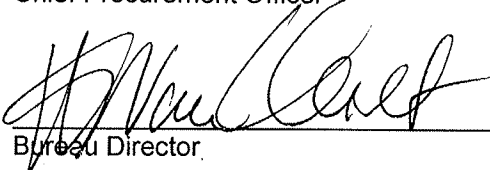
Contract No. 30001652 Amendment/Change Order No. 1

Contract Title: Portland Housing Bureau's Information and Technology Transition

**CITY OF PORTLAND SIGNATURES:**

By: \_\_\_\_\_  
Chief Procurement Officer

Date: \_\_\_\_\_

By:  \_\_\_\_\_  
Bureau Director

Date: 12/30/10

Approved: \_\_\_\_\_  
By: \_\_\_\_\_  
Office of City Auditor

Date: \_\_\_\_\_

Approved as to Form: \_\_\_\_\_  
By: **APPROVED AS TO FORM** \_\_\_\_\_  
Office of City Attorney

Date: 12/30/10

  
CITY ATTORNEY

## **ORDINANCE NO.**

\* Amend contract with Triad Technology Group to add \$40,000 for Portland Housing Bureau information and technology transition (Ordinance; amend Contract No. 30001652)

The City of Portland ordains:

### **SECTION 1. The Council finds that:**

1. Portland Housing Bureau (PHB) entered into the Professional, Technical, and Expertise (PTE) Contract No. 300001652 with Triad Technology Group beginning on September 16, 2010 and ending on February 28, 2011.
2. Triad Technology Group through Kathy Steen has managed, coordinated, and incorporated the information and technology transition of the housing development and finance functions between PHB and Portland Development Commission (PDC).
3. PHB desires to extend Triad Technology Group's PTE Contract No. 30001652 to March 31, 2011, and increase the contract budget by \$40,000 for a revised total compensation not to exceed \$80,000 for the continuation and completion of the information and technology transition work.

NOW, THEREFORE, the Council directs:

- a. The Bureau Director and City Auditor are hereby authorized to amend PTE Contract No. 30001652 with Triad Technology Group in accordance with the amendment attached as Exhibit A.
- b. The Mayor and City Auditor are hereby authorized to make payment chargeable to the FY 2010-11 City's Budget when demand is presented and approved by proper authority.

SECTION 2. The Council declares that an emergency exists because delay in funding would interrupt Triad Technology Group's ability to provide the services; therefore, this ordinance shall be in full force and effect from and after its passage by Council.

Passed by the Council:

Commissioner Fish  
Prepared by: Antoinette Pietka  
December 27, 2010

LAVONNE GRIFFIN-VALADE  
Auditor of the City of Portland  
By

Deputy

Agenda No.  
**ORDINANCE NO.**

Title

\* Amend the Professional, Technical, and Expertise Contract with Triad Technology Group to add \$40,000 for the provision of Portland Housing Bureau's information and technology transition (Ordinance; amend Contract No. 30001652)

<p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Nick Fish</p>	<p>CLERK USE: DATE FILED <u>JAN 07 2011</u></p>
<p style="text-align: center;">COMMISSIONER APPROVAL</p> <p>Mayor—Finance &amp; Administration - Adams</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish <i>[Signature]</i></p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Leonard</p>	<p style="text-align: center;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <u><i>[Signature]</i></u> Deputy</p>
<p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau: Portland Housing Bureau Bureau Head: Margaret Van Vleet <i>[Signature]</i></p> <p>Prepared by: Antoinette Pietka Date Prepared: December 27, 2010</p> <p>Financial Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/> Not Required <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Council Meeting Date January 12, 2011</p> <p>City Attorney Approval</p>	<p>ACTION TAKEN:</p> <p><b>JAN 12 2011</b> <i>REFERRED TO COMMISSIONER OF PUBLIC WORKS.</i></p>

<b>AGENDA</b>
<p><b>TIME CERTAIN</b> <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p><b>CONSENT</b> <input checked="" type="checkbox"/> <i>Pulled</i></p>
<p><b>REGULAR</b> <input type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

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