

Portland, Oregon

## FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Christine Moody, CPO		2. Telephone No. 503.823.1095	3. Bureau/Office/Dept. BIBS – Procurement Services
4a. To be filed (date):  May 23, 2012	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input type="checkbox"/></span> <span>Consent <input checked="" type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: April 5, 2012
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 a five-year contract, not to exceed \$475,000.00, with Prescient Information Systems in support of the IBM FileNet/P8 Enterprise Content Management System (Ordinance)

**2) Purpose of the Proposed Legislation:** To authorize the Water Bureau to enter into a five (5) year contract to provide assistance in customizing, configuring, administering, maintaining, and supporting the ECM system; updating the ECM to become Windows 7 compliant; and identifying business processes that will benefit from this system.

**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 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 checked="" 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.

**5) Expense:** What are the costs to the City related to 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*.)

The total cost for the work under this contract is \$475,000. Funding of \$100,000 is available in the FY 2011-12 Budget. Funding of \$100,000 shall be requested per Fiscal Year (FY) in FY 2012-13 through 2015-16 Budgets and funding of \$75,000 will be requested in the FY 2016 -17 Budget.

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

*(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.

IBM FileNet P8 is an information system internal to the Water Bureau. This contract will have no impact on the public.

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

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

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?

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

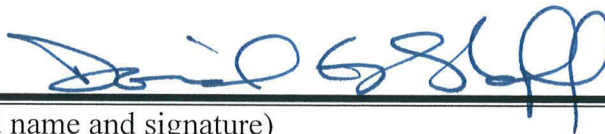
d) Who designed and implemented the public involvement related to this Council item?

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

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

No, the information system is internal to the Portland Water Bureau.

David G. Shaff, Administrator



BUREAU DIRECTOR (Typed name and signature)



# CITY OF PORTLAND

## OFFICE OF MANAGEMENT AND FINANCE

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Bryant Enge, Director, Bureau of Internal Business Services

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### FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison \_\_\_\_\_

DATE: May 17, 2012

TO: Mayor Sam Adams

FROM: Christine Moody

RE: \*Authorize a five-year contract, not-to-exceed \$475,000.00 with Prescient Information Systems in support of the IBM FileNet/P8 Enterprise Content Management System (Ordinance)

1. INTENDED THURSDAY FILING DATE: May 24, 2012
2. REQUESTED COUNCIL AGENDA DATE: May 30, 2012
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) ORIGINAL OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY  
ATTACHED: ☐ Yes ☐ No ☒ N/A

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### 7. BACKGROUND/ANALYSIS:

In 1997, the Water Bureau (Water) purchased a FileNet document imaging system. In 2008 it was upgraded it to an IBM FileNet/P8 Enterprise Content Management (ECM) System. IBM makes software updates and upgrades, for the ECM system, available to the City through an existing software maintenance agreement; however, IBM does not provide installation services for these updates and upgrades. Water now requires the ECM system be Windows 7 compliant and expert assistance is required to customize, configure, administer, maintain and support it.

In August 2011, Procurement Services issued Request for Proposal (RFP) No. 113027, in accordance with City Codes Section 5.68, to solicit the services of a qualified vendor with IBM-certified and Microsoft-certified personnel to install the ECM system updates and upgrades as well as provide additional services as identified by Water. Two proposals were received and Prescient Information Systems (Prescient) was the highest scoring bidder and was selected.

**Legal issues** - none known

**Controversial issues** - none known

**Citizen participation** - none

**Link to current city policies** - none

**Other governmental participation** - none

### 8. FINANCIAL IMPACT:

The total, not-to-exceed value of this contract is \$475,000.00. Water will request \$100,000.00 per fiscal year (FY) budget for the first four years of the contract and \$75,000.00 will be requested the last FY of the contract.

### 9. RECOMMENDATION/ACTION REQUIRED:

Authorize a five-year contract, not-to-exceed \$475,000.00 with Prescient in support of the IBM FileNet/P8 ECM system.

*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.*