

Portland, Oregon
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT
 For Council Action Items**

(Deliver original to City Budget Office. Retain copy.)

1. Name of Initiator Sara Nosanchuk		2. Telephone No. 503-823-7872	3. Bureau/Office/Dept. Planning and Sustainability
4a. To be filed (hearing date): March 20, 2013	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 CBO Budget Analyst: February 27, 2013
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:

*Amend contract with NTT Centerstance to enhance the functionality of the Salesforce database, extend the contractual term for three years and increase the not-to-exceed value by \$62,378.00 for a contractual total of \$91,128.00. (Ordinance; amend Contract No. 30002095)

2) Purpose of the Proposed Legislation:

This is a request to add funding to an existing contract to make changes to an internal database that's used to support the day-to-day operations of the Sustainability at Work program (such as recording information on the businesses assisted, type of assistance provided etc.) and to track and report on the program's outcomes.

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 | | | |

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, it has no impact.

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 year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. 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 source of funding for this expense is budgeted in PNSD000004.

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.)*

No.

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.

This relates to a database upgrade that improves efficiency for employees and public users who access the Sustainability at Work program via the Web.

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

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?

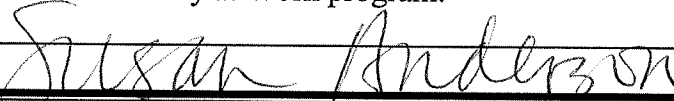
d) Who designed and implemented the public involvement related to this Council item?

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

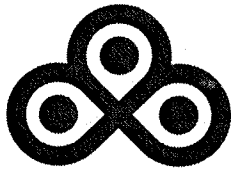
10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No, this is a request for funding to make changes to an internal database that's used to support the day-to-day operations of the Sustainability at Work program.

Susan Anderson, Director



APPROPRIATION UNIT HEAD (Typed name and signature)



Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.

Council Transmittal Memo

DATE: February 26, 2013
TO: Mayor Charles Hales and Members of City Council
FROM: Susan Anderson, Director

- 1. Ordinance**
*Amend contract with NTT Centerstance to enhance the functionality of the Salesforce database, extend the contractual term for three years and increase the not-to-exceed value by \$62,378.00 for a contractual total of \$91,128.00. (Ordinance; amend Contract No. 30002095)
 - 2. Contact:** Sara Nosanchuk, Conservation Program Specialist, 503-823-7872
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- 3. Council Date:** March 20, 2013
- 4.** Consent Agenda Item Regular Agenda Item
 Emergency Item (explain below) Non-Emergency Item

Immediate authorization allows work to proceed.

- 5. Purpose of Agenda Item:**
This is a request to enhance the functionality of the Salesforce database making necessary changes to an internal database that's used to support the day-to-day operations of the Sustainability at Work program, which records information on the businesses assisted, identifies the type of assistance provided and, with changes, will better track and report on the program's outcomes. Enhancements add funding to an existing contract.

- 6. History of Agenda Item/Background:**
In 2009, Metro created RAWIS, a Salesforce database to support the regional Recycle at Work (RAW) program and to report on program outcomes. That same year Portland created BRAWIS (BPS' Recycle at Work Information System), a Salesforce database to enable Portland's Recycle at Work staff to support the day-to-day operations of Portland's program by recording information on the businesses assisted, type of assistance provided etc., and to track and



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report on the program's outcomes. BRAWIS was built within the structures and protocols established by Metro's RAWIS. Currently eight staff members use BRAWIS and RAWIS.

In August, 2011 the City of Portland's Bureau of Planning and Sustainability (BPS) expanded the Recycle at Work program by integrating it with two existing business-focused programs (BEST Business Center and Portland Composts!). The expanded program is called Sustainability at Work (S@W), and offers comprehensive, free resources for any Portland organization looking to create a more sustainable workplace. To support the program's launch, BPS incorporated new data fields into BRAWIS to support the program integration.

In June 2012 S@W worked with Centerstance to enable the program to track the specific recommendations that S@W makes to businesses and report on the specific changes that businesses have made as a result of working with S@W. This enhancement now enables Portland's business assistance program to report on both the outcomes and impacts of the program.

The work outlined in this contract amendment is to complete additional enhancements to the database to improve the business experience of working with S@W, and to make changes to the data entry and reporting processes to save employees' time on data entry and reporting.

8. **What individuals or groups are or would be supportive or opposed to this action?**
Supporters include businesses assisted by the Sustainability at Work Program.
9. **How does this relate to current City policies?**
Portland Recycles Plan!
Climate Action Plan
Business Recycling Requirements: City of Portland Business Administrative Rule, 5.2, Recycling and Solid Waste Requirements for Commercial Customers, Generators and Self Haulers - B. Business Recycling Requirements, (1) and (2).

