

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

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

1. Name of Initiator Beth Fox		2. Telephone No. 503-823-5233	3. Bureau/Office/Dept. OMF/BTS
4a. To be filed (date): October 23, 2013	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to Commissioner's office and CBO Budget Analyst: October 9, 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:

* Authorize an agreement with Qwest Corporation dba CenturyLink QC and Qwest Communications Company to provide land line and data transport services for a not to exceed amount of \$7,500,000 for a five year term. (Ordinance)

2) Purpose of the Proposed Legislation:

This legislation would authorize a price agreement, not to exceed \$7,500,000, for land line and desk phone based services and equipment for City bureaus.

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 checked="" type="checkbox"/> Central City | | | |

FINANCIAL IMPACT**Revenue and/or Expense:**

Is ALL the Revenue and/or Expense a part of the current year's budget? or 5-yr CIP? YES

SAP COST OBJECT No(s): _____

All Revenue and Expense financial questions must be completed regardless of the current year's budget. Documents may be returned where the FIPIS portion has not been sufficiently completed.

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.

This legislation does not generate or reduce current or future revenue.

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 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.)*

Expenses associated with this five year agreement are estimated to be \$7,500,000. Funding for the purchase of these services will be provided by the Bureau of Technology Services.

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 positions will be created, eliminated or re-classified in the current year as a result of this legislation.

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

No positions will be created, eliminated or re-classified in the current year as a result of this legislation.

(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?

None, as the services are limited to internal business operations.

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 goods and services contracting community, including contractors certified with the State of Oregon as minority, women, and emerging small businesses were made aware when the notice was made publicly available on the City's Online Procurement Center website. They became involved when the City's intention to enter into a participating agreement by utilizing the State of Oregon cooperative contract was posted on September 20, 2013.

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

Potential contractors were able to review the notice, ask questions and provide comments. No protests were received.

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

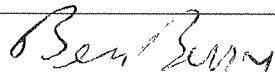
Public involvement was through the City's Online Procurement Center.

e) Primary contact for more information on this public involvement process (name, title, phone, email): B. J. Gibson, Procurement Manager, 503-823-7665.

barabara.gibson@portlandoregon.gov

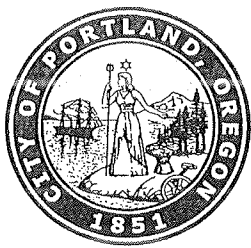
10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No future public involvement is anticipated as the items provided are for internal business operations.



BUREAU DIRECTOR

Ben Berry, Bureau of Technology Services



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Jack D. Graham, Chief Administrative Officer
Bryant Enge, 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: October 2, 2013
TO: Mayor Charlie Hales
FROM: Christine Moody, Chief Procurement Officer

RE: * Authorize an agreement with Qwest Corporation dba CenturyLink QC and Qwest Communications Company to provide land line and data transport services for a not to exceed amount of \$7,500,000 for a five year term (Ordinance).

1. INTENDED THURSDAY FILING DATE: October 17, 2013
2. REQUESTED COUNCIL AGENDA DATE: October 23, 2012
3. CONTACT NAME & NUMBER: Christine Moody x31095
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:

The Office of Management and Finance, Bureau of Technology Services (BTS) is responsible for the support and upkeep of the City's communications systems. To this end, the Bureau of Technology Services provides and supports land line and data transport service for City bureaus. City bureaus rely on the telephone system for routine and emergency communications. These services are divided into three distinct areas:

- The Centrex and miscellaneous analog service has 1,330 combined lines that provide dial tone and such features such as transfer and conference calls connecting the City to internal and outside callers.
- OC12 and DS3 services are the City of Portland's largest. These are considered the backbone of the City's infrastructure allowing the City to interconnect multiple sites and network services. These services provide portions of the City's communications infrastructure (interconnectivity between the City of Portland buildings that support data transfer). The contractor provides and maintains these services to which the City of Portland subscribes.
- T1 services are those connections that provide data or voice services. These facilities are used for data and voice connections to many of our fire stations, parks facilities, police precincts, and other off-site locations. These services enable City staff to have access to email, dial tone, the Internet and other City applications.

In accordance with City Code 5.33.160, the City may participate in Permissive Cooperative Procurements to establish contracts or price agreements for the acquisition of goods or services. The State of Oregon, Department of Administrative Services has conducted a competitive solicitation and executed an agreement with Qwest Corporation dba CenturyLink QC and Qwest Communications Company for land line and desk phone based services. This agreement allows governmental agencies within the state to

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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.

utilize the agreement for such services.

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On September 20, 2013, in accordance with PCC 5.33.160, the City posted a Notice of Intent to Award a Contract to Qwest Corporation dba CenturyLink QC and Qwest Communications Company. No comments were received.

Qwest Corporation dba CenturyLink QC and Qwest Communications Company has a current City of Portland business license tax account, is in compliance with the Equal Benefits Program, and their EEO Certification is current through March 20, 2014. Qwest Corporation dba CenturyLink QC and Qwest Communications Company is not a State certified firm. The Bureau's level of confidence for this price agreement is high, as there is very good historical information showing purchases made for these types of services for the bureau.

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 cost of this agreement is for on-going services. Funding for these services will be provided from the Bureau of Technology Services' operating budget.

9. RECOMMENDATION/ACTION REQUESTED:

Authorize an agreement with Qwest Corporation d/b/a CenturyLink QC and Qwest Communications Company to provide land line and data transport services for a not to exceed amount of \$7,500,000 for a five year term.