

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

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

1. Name of Initiator Anna Kanwit:MW:ss		2. Telephone No. (503) 823-7894	3. Bureau/Office/Dept. Bureau of Human Resources
4a. To be filed (date): October 22, 2014	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 FPD Budget Analyst: October 23, 2014
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 contract with Bio-Med Testing, Inc. for an amount not to exceed \$622,075 for drug, alcohol and steroid testing services (Ordinance)

2) Purpose of the Proposed Legislation:

The purpose of this legislation is to request authorization to enter into a contract with Bio-Med for drug, alcohol and steroid testing services.

The City requires drug and alcohol testing for all employees in safety-sensitive positions as mandated by the federal DOT. Additionally, non-DOT drug and alcohol testing may be required for City employees when reasonable suspicion of drug or alcohol use exists, and all sworn members of the Portland Police Bureau are required to submit to random drug testing, which includes testing for steroids. The City currently maintains a comprehensive Drug Testing Program in order to minimize the City's financial risk and comply with federal and state regulatory requirements and the Police Bureau requirements through a contract with Bio-Med.

The current contract with Bio-Med will expire on November 14, 2014. Bio-Med submitted a proposal in response to RFP BHR014 to provide these services for the City. The selection committee determined that, of the three organizations that submitted proposals, Bio-Med is the organization that could best meet the City's needs.

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 contract would not exceed \$622,075. Each individual bureau will pay for services received.

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.

This action is largely internal to City government processes.

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 action is largely internal to City government processes.



Anna Kanwit, BUREAU DIRECTOR (Typed name and signature)



City of Portland
Bureau of
Human Resources
Knowledgeable | Helpful | Responsive

18 6874

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Office of Management and Finance

Fred Miller, Chief Administrative Officer

DATE: October 20, 2014

TO: Mayor Charlie Hales

FROM: Anna Kanwit, Human Resources Director

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: ORDINANCE TITLE: *Authorize contract with Bio-Med Testing, Inc. for an amount not to exceed \$622,075 for drug, alcohol and steroid testing services (Ordinance)

- 1. **INTENDED WEDNESDAY FILING DATE:** October 22, 2014
- 2. **REQUESTED COUNCIL AGENDA DATE:** November 5, 2014
- 3. **CONTACT NAME & NUMBER:** Maureen Weber, ext. 3-7984
- 4. **PLACE ON:** CONSENT REGULAR
- 5. **BUDGET IMPACT STATEMENT ATTACHED:** Y N N/A
- 6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** Yes No N/A

7. BACKGROUND/ANALYSIS

The purpose of this legislation is to request authorization to enter into a contract with Bio-Med for drug, alcohol and steroid testing services.

The City requires drug and alcohol testing for all employees in safety-sensitive positions as mandated by the federal DOT. Additionally, non-DOT drug and alcohol testing may be required for City employees when reasonable suspicion of drug or alcohol use exists, and all sworn members of the Portland Police Bureau are required to submit to random drug testing, which includes testing for steroids. The City currently maintains a comprehensive Drug Testing Program in order to minimize the City's financial risk and comply with federal and state regulatory requirements and the Police Bureau requirements through a contract with Bio-Med.

The current contract with Bio-Med will expire on November 14, 2014. Bio-Med submitted a proposal in response to RFP BHR014 to provide these services for the City. The selection committee determined that, of the three organizations that submitted proposals, Bio-Med is the organization that could best meet the City's needs.

8. FINANCIAL IMPACT

The contract would not exceed \$622,075. Each individual bureau will pay for services received.

9. RECOMMENDATION/ACTION REQUESTED

I recommend that Council authorize the City to enter into a five-year contract with Bio-Med Testing, Inc. to provide drug, alcohol and steroid testing services.