

ORDINANCE No. 186973

*Authorize a contract with ROC Americas, Inc. for implementation of existing SAP Human Capital Management functionality in an amount not to exceed \$361,000 (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. The Enterprise Business Solution (EBS) Division of the Office of Management and Finance is responsible for the ongoing support and enhancement of the City's SAP enterprise resource planning (ERP) system. The City's SAP ERP system software solution incorporates City wide standardization, use of best-practice business processes and provides consistent financial, purchasing, payroll, and human resources functionality Citywide.
2. EBS staff have identified the need to the implement and develop existing SAP Human Capital Management (HCM) Processes and Forms functionality in order to streamline the internal employee personnel request process for employees in the 29 bureaus throughout the City. This effort will replace the paper-centric process which is largely forms based and currently in use.
3. Additional expanded systems and functionality are required by the City, the EBS Division has identified the need to attain Professional Technical and Expert (PTE) services and incidental software that will help to consolidate the current business processes. The consolidation will minimize the use of paper, allow for electronic transmission of data and improve quality, efficiency, reduce errors and provide for timely delivery of services.
4. Request for Proposal (RFP) No. 116102 was issued on November 21, 2013 in accordance with Portland City Code 5.68. On December 20, 2013, nine (9) proposals were received. The proposals were reviewed, evaluated and scored, including minority evaluator participation. During the RFP evaluation process the City received one protest which was resolved.
5. The proposal from ROC Americas, Inc. was deemed responsive to the requirements of the solicitation and received the highest evaluation score. On June 25, 2014, the City issued a Notice of Intent to Negotiate and Award a contract to ROC Americas, Inc. and no protests on the Notice of Intent to Negotiate and Award were received.
6. This Ordinance seeks Council authorization to execute a contract with ROC Americas, Inc. for the services and software necessary to assist EBS staff in implementing the SAP HCM Processes and Forms functionality. The five (5) year contractual not to exceed amount for these services is \$361,000.00. Funds are currently allocated to this contract through the initial term. EBS's level of confidence in the cost estimate is High.

NOW, THEREFORE, the Council directs:

- a. In accordance with City Code 5.68, the City's Chief Procurement Officer is hereby authorized to execute, amend, and extend a contract with ROC Americas, Inc. for a total not-to-exceed value of \$361,000.00, provided the form has been approved by the City Attorney's Office.

Section 2. The Council declares that an emergency exists because current paper-based processes are time consuming, inefficient and error prone. These processes have been declared a major pain-point by numerous Bureau Directors. The City needs to act quickly to implement this long overdue automation, improve transparency and avoid further costly delays caused by using antiquated paper forms for City human resource processes. By implementing this new technology, it is estimated to save the City more than \$165,000 annually. Therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council, JAN 14 2015

Mary Hull Caballero
Auditor of the City of Portland
By



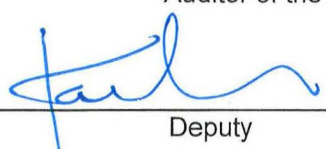
Deputy

Mayor Charlie Hales
Prepared by: Christine Moody: jcm
Date Prepared: December 03, 2014

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 Agenda No. 186973
ORDINANCE NO.
 Title

1140
 Human Capital Management

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<p>INTRODUCED BY Commissioner/Auditor: Mayor Charlie Hales</p>	<p>CLERK USE: DATE FILED <u>JAN 08 2015</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p>Mary Hull Caballero Auditor of the City of Portland</p> <p>By:  Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: OMF Bureau of Revenue and Financial Services OMF CAO: Fred Miller Bureau Head: Ken Rust</p> <p>Prepared by: James Moering Date Prepared: December 04, 2014</p> <p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <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>City Auditor Office Approval: N/A required for Code Ordinances</p> <p>City Attorney Approval: N/A Purch. required for contract, code, easement, franchise, comp plan, charter</p> <p>Council Meeting Date January 14, 2015</p>	<p>ACTION TAKEN:</p>

AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input checked="" type="checkbox"/></p>
<p>REGULAR <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. Novick	4. Novick	✓	
Hales	Hales	✓	