

ORDINANCE No. 187079

*Authorize a competitive solicitation for the purchase of implementation services for the Bureau of Human Resources existing SAP Human Capital Management Processes and Forms functionality at an estimated amount of \$300,000 (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. Ordinance 186973 was passed by Council authorizing the Chief Procurement Officer to execute a contract with ROC Americas. Prior to finalization of the contract, management changes developed at ROC Americas, Inc. which caused both parties to cancel negotiations. Remaining proposals submitted as part of the initial RFP were reviewed and it was determined they were unusable. A new solicitation will need to be conducted.
2. The Bureau of Human Resources (BHR) is responsible for supporting the City's most value infrastructure, its employees. BHR's tasks are many and include assisting bureaus to identify and assess the skills of its workforce, conduct outreach and recruitments, negotiating labor contracts for nine different bargaining units, and maintenance of a comprehensive human resources policy and systems structure and managing the City's classification and compensation system for each employee.
3. 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.
4. In working with BHR, EBS staff has identified the need to develop implement the 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.
5. 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 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 more timely delivery of services. By implementing this new technology, it is estimated to save the City more than \$165,000 annually
6. The estimated cost for the purchase of SAP HCM PTE services [goods / services (scope of work)] over a period of two (2) years is approximately \$300,000.00. Funds are currently allocated for this contract.
7. The Bureau's confidence level in the estimated cost is medium.

NOW, THEREFORE, the Council directs:

- a. The Chief Procurement Officer to facilitate the use of the competitive solicitation process in accordance with City Code 5.68 and negotiate a contract for the purchase of SAP HCM functionality implementation services.
- b. Upon Council acceptance of the Chief Procurement Officer's Report, Procurement Services is authorized to execute and amend the negotiated contract, provided the contract has been approved as to form 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 and improve transparency thus avoiding further delays and initiating cost savings. Therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

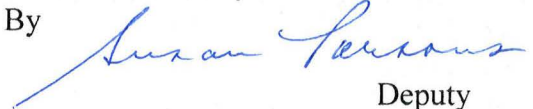
Passed by the Council, APR 08 2015

Mayor Charlie Hales

Prepared by: Satish Nath; mbo
Date Prepared: March 30, 2015

Mary Hull Caballero
Auditor of the City of Portland

By



Deputy

Agenda No.
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 Title

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 Capital
 Management

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<p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Mayor Charlie Hales</p> <hr/> <p style="text-align: center;">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> <hr/> <p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau: OMF-CAO Bureau Head: Fred Miller <i>Fred Miller</i></p> <hr/> <p>Prepared by: Monica Borden-Ooley Date Prepared: March 30, 2015</p> <hr/> <p>Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <hr/> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <hr/> <p>City Auditor Office Approval: required for Code Ordinances</p> <hr/> <p>City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter</p> <hr/> <p>Council Meeting Date April 8, 2015</p>	<p>CLERK USE: DATE FILED <u>APR 03 2015</u></p> <p style="text-align: right;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p> <p>ACTION TAKEN:</p>
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<p style="text-align: center;">AGENDA</p> <hr/> <p>TIME CERTAIN <input type="checkbox"/> Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p> <hr/> <p>CONSENT <input checked="" type="checkbox"/></p> <hr/> <p>REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">FOUR-FIFTHS AGENDA</th> <th colspan="2">COMMISSIONERS VOTED AS FOLLOWS:</th> </tr> <tr> <th></th> <th style="width: 30%;">YEAS</th> <th style="width: 30%;">NAYS</th> </tr> <tr> <td>1. Fritz</td> <td>1. Fritz <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>2. Fish</td> <td>2. Fish <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>3. Saltzman</td> <td>3. Saltzman <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>4. Novick</td> <td>4. Novick <input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Hales</td> <td>Hales <input checked="" type="checkbox"/></td> <td></td> </tr> </table>	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:			YEAS	NAYS	1. Fritz	1. Fritz <input checked="" type="checkbox"/>		2. Fish	2. Fish <input checked="" type="checkbox"/>		3. Saltzman	3. Saltzman <input checked="" type="checkbox"/>		4. Novick	4. Novick <input checked="" type="checkbox"/>		Hales	Hales <input checked="" type="checkbox"/>	
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