



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Fred Miller, Chief Administrative Officer
Ken Rust, Director, Bureau of Revenue and Financial Services

Christine Moody
Chief Procurement Officer
Procurement Services

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CONSENT AGENDA

September 23, 2015

TO THE COUNCIL:

In working with Bureau of Human Resources (BHR), the Enterprise Business Solution (EBS) staff identified the need to further develop the existing SAP Human Capital Management (HCM) Processes and Forms functionality in order to streamline the internal employee personnel request process for employees throughout the City. This effort will replace the paper-centric process which is largely forms based that is currently in use.

City Council passed Ordinance 187079 authorizing the Chief Procurement Officer to competitively solicit for the SAP HCM Processes and Forms implementation services. These Professional Technical and Expert (PTE) services will help to consolidate the current business processes, configure, and ensure a successful implementation. 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.

On April 20, 2015, the Chief Procurement Officer issued Request for Proposal (RFP) #117881 for SAP HCM Processes and Forms Implementation Services in accordance with PCC 5.68. On May 26, 2015, eight (8) responsive proposals were received and after review of the written proposals, the evaluation committee determined that three (3) of the proposals were to be shortlisted for further evaluation.

Presentations by the three short listed proposers were evaluated by the selection committee which included a community representative from the Minority Evaluator Program and four (4) subject matter experts. Following these presentations, the selection committee determined that the proposal from MOURI Tech, LLC was responsive to the requirements of the solicitation and was the highest scoring proposal. On July 14, 2015, the City issued a Notice of Intent to Negotiate and Award a contract to MOURI Tech, LLC; no protests were received.

MOURI Tech, LLC has a current City of Portland Business License Tax Account, is in full compliance with the Equal Benefits Program and their EEO certification. MOURI Tech, LLC is a State of Oregon Certified MBE and WBE contractor. The level of confidence in the costing for this project is high based on the pricing received from MOURI Tech, LLC. Funds are available for this project under the EBS budget MFEB000002.

The Chief Procurement Officer recommends City Council authorize the execution of a contract with MOURI Tech, LLC for a period of eighteen months, for a total not to exceed amount of \$391,600.00 with the option to renew the contract for an additional year, subject to approval as to form by the City Attorney's office.

Recommended by:

Christine Moody
Chief Procurement Officer

An Equal Opportunity Employer

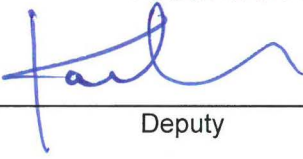
To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

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Agenda No.
REPORT NO.
 Title

v140
 Human Capital Management
 No.

Authorize a contract with MOURI Tech, LLC for implementation of the existing SAP HCM Processes and Forms functionality for a total not to exceed amount of \$391,600.00 (Procurement Report – RFP #117881).

INTRODUCED BY Commissioner/Auditor: Mayor Charlie Hales	CLERK USE: DATE FILED SEP 17 2015
COMMISSIONER APPROVAL Mayor – Finance and Administration - Hales Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Novick	Mary Hull Caballero Auditor of the City of Portland By:  Deputy
BUREAU APPROVAL Bureau: OMF Bureau of Revenue and Financial Services OMF CAO: Fred Miller <i>Fred Miller</i> Bureau Head: Ken Rust	ACTION TAKEN: SEP 23 2015 ACCEPTED PREPARE CONTRACT
Prepared by: James Moering Date Prepared: August 25, 2015	
Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
City Auditor Office Approval: required for Code Ordinances	
City Attorney Approval: required for contract, code, easement, franchise, comp plan, charter	
Council Meeting Date: September 23, 2015	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
TIME CERTAIN <input type="checkbox"/> Start time: _____ Total amount of time needed: _____ (for presentation, testimony and discussion)		YEAS	NAYS
CONSENT <input checked="" type="checkbox"/>	1. Fritz	1. Fritz	<input checked="" type="checkbox"/>
REGULAR <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)	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"/>