IMPACT STATEMENT

Legislation title: 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).

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Purpose of proposed legislation and background information:

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, maintenance of a comprehensive human resources policy and systems structure and managing the City's classification and compensation system for each employee.

Currently the City's HR process is paper-centric, dependent on multi-use paper copy forms which involve duplicate data entry which are prone to error, highly inefficient and often inconsistent. The City needs to implement this automation in order to improve transparency and avoid further costly delays caused by using antiquated paper forms for City human resource processes.

The need to further develop and implement the existing SAP module, Human Capital Management (HCM) Processes and Forms functionality is significant. This software functionality will be used to create the electronic forms necessary to replace and consolidate multi-use paper forms currently used in the City's Human Resources business processes, minimize the use of paper, allow for electronic transmission of data, improve quality of the work product, and increase the timeliness of project delivery.

No revenues will be impacted by this legislation.

This legislation does not change existing City policy.

Financial and budgetary impacts:

The use of SAP's Human Capital Management (HCM) Processes and Forms will eliminate redundant data entry, eliminate the use of some paper forms and allow for the business approval and auditing processes surrounding employee personnel changes to become more efficient, accurate and transparent.

Long-term financial impacts of this project are minimal as the on-going maintenance and support costs of the HCM Processes and Forms are available in EBS Operating Budget. Consequently there is no anticipated impact on the budget or any needed changes to current appropriations.

The cost for these services not to exceed $391,600.00. The level of confidence 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.

No present positions will be created, eliminated or re-classified as a result of this legislation.

By implementing this new technology, it is estimated to save the City more than $165,000 annually.

Community impacts and community involvement:

The technology contracting community, including contractors certified with the State of Oregon as minority, women and emerging small businesses became involved when the Chief Procurement Officer advertised and publically noticed the project on the City's Online Procurement System on April 20, 2015. Potential proposers were able to review the competitive solicitation, ask questions, provide comments and submit proposal responses to the competitive Request for Proposals (RFP).

Potential proposers were able to review the competitive solicitation, ask questions, provide comments and submit a proposal in response to the RFP. Proposals received resulted in the award of the technology contract. Procurement Services managed the procurement process. 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.

No known persons or groups will be testifying.

No future public involvement is anticipated or necessary for this request as these are services that will be used on an internal City system.

Budgetary Impact Worksheet

Does this action change appropriations?

☐ **YES**: Please complete the information below.

☒ **NO**: Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount