

IMPACT STATEMENT

Legislation title: *Authorize contract with Access Sciences to provide project management and implementation for the bureau electronic file conversion project in the amount of \$294,000. (Ordinance)

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Purpose of proposed legislation and background information:

The Portland Bureau of Transportation currently does not utilize standardized electronic filing systems so divisions, sections, or employees are allowed to use an array of different filing classifications for their projects. This practice reduces efficiencies for legal, public record, staffing and project management file retrieval. As the bureau plans to move out of the Portland Building, the need to transition to more electronic filing is more important.

The value of electronic filing should take into account short and long-term retention and access and must go beyond actual costs and look at the public interest and government gains in proactive, electronic file procedures.

Moving towards less paper is about advantages that come by integrating siloed data and, in turn, optimizing business processes while greatly reducing associated costs. Less paper means more security, accessibility, customer satisfaction, and greater adherence to regulatory demands while lowering cost in management of the bureau's data and supply demands associated with paper files. Costs associated with an electronic filing project can be offset by the reduction in moving and storage costs for existing paper files. Less paper to move out and back With the Portland Building moves The purpose of electronic file conversion for the Portland Bureau of Transportation spans many areas; such as, to improve efficiencies around workflows, and printing expenditures, to increasing productivity around file retrieval time, to improving file security and confidentiality, to increasing abilities for disaster recovery, off-site file access and pre-set retention scheduling and to reducing expenditures on supplies and space needs. A reduction in paper usage alone within the bureau will deliver substantial sustainability benefits.

The bureau alone uses upwards of 4,000,000 sheets of paper in the course of a year per order reports for FY 2015-2016. If stacked, this translates to approximately 1,500 feet in height, taller than the Empire State Building. In the Portland Building alone the bureau spends over \$60,000 a year on paper and ink. Reducing reliance on paper and ink alone would allow for extended sustainability practices and office expenditure reductions.

Electronic filing systems will allow the bureau to better provide complete and timely document collection for City Attorney legal and public records requests. The recommended project approach will utilize existing city electronic file systems for consistency and to promote enhanced compliance levels.

The implementation of electronic file systems will also better support secure access to files while working off-site or for collaboration with other entities.

The bureau will form an internal steering committee that represents all sections of work within divisions. The steering committee will help define file needs, become super users and help engage employees in the change process. The consultant and steering committee will work in collaboration with City Auditor office to ensure compliance with retention schedules and other legal requirements.

This ordinance authorizes PBOT to enter into a contract with Access Sciences to provide project segmented into three bodies of work; assessment, development and implementation. The total cost for the consultant contract is not to exceed \$294,000 and will be invoiced as hours provided.

Financial and budgetary impacts:

The total project cost is estimated at \$294,000. This is a low confidence estimate because no internal assessment of the project has been completed. The Bureau of Transportation will be providing funds through the FY 2016/2017 adopted budget.

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

KK 9-30-16