



**CITY OF PORTLAND**  
**OFFICE OF MANAGEMENT AND FINANCE**

**Ted Wheeler, Mayor**  
**Tom Rinehart, Chief Administrative Officer**  
**Jennifer Cooperman, Chief Financial Officer,**  
**Bureau of Revenue and Financial Services**

**Lester Spitler**  
**Chief Procurement Officer**  
Procurement Services  
1120 SW Fifth Avenue, Rm 750  
Portland, OR 97204-1912  
(503) 823-5047  
FAX (503) 865-3455  
TTY (503) 823-6868

**CONSENT AGENDA**

June 20, 2018

**TO THE COUNCIL:**

The City Budget Office provides timely, accurate, and unfiltered information and analysis regarding budgeting, forecasting, and fiscal policy issues to the Mayor, Commissioners, City Auditor, City bureaus, and the public. Originally implemented in 2003 through AMS (now owned by CGI), the City of Portland Budget Office has administered Portland's city-wide budget preparation Budget Reporting Analysis and Support System (BRASS).

This City-wide budget software is used by all City bureaus to develop, prepare, analyze and share information related to the City's annual budget production process as well as three supplemental budget processes throughout the year.

The current Contractor's official end-of-life for BRASS is December 2020. Given the Software's current limited supported status, the City would like to replace the Software as soon as possible, but at the latest will need to go live with a replacement System by summer of 2019.

On September 27<sup>th</sup> 2017 City Council passed Ordinance 188611 authorizing Procurement Services to complete a competitive solicitation for a Hosted Budget Management, Analysis, and Forecasting Software solution to replace BRASS.

On November 20, 2017, Procurement Services issued Request for Proposal (RFP) #0000789 for Hosted Budget Management, Analysis, and Forecasting Software in accordance with PCC 5.33 On January 8, 2018, thirteen (13) proposal responses for the Request for Proposal #0000789 were received. All responses were checked for accuracy and compliance with the minimum requirements. Of the thirteen (13) proposals submitted in response to phase 1 of the RFP, seven (7) were placed on the shortlist and were evaluated in phase 2 of the RFP.

Phase 1 written responses and Phase 2 demonstrations were evaluated by the RFP evaluation committee which included two (2) community representatives from the Minority Evaluator Program and six (6) City subject matter experts. The scores from all phases of the RFP process were added together and the proposal from Sherpa Government Solutions, LLC was deemed responsive to the requirements of the solicitation and was the highest scoring proposal. On March 20, 2018, the City issued a Notice of Intent to Negotiate and Award a contract to Sherpa Government Solutions, LLC; no protests were received.

Sherpa Government Solutions, LLC has a current City of Portland Business Tax Registration Account, is in full compliance with the Equal Benefits Program and the EEO certification requirement. Sherpa Government Solutions, LLC is not a State of Oregon Certified MWESB contractor. The level of confidence in the cost estimates for this project is high, based on the pricing received from Sherpa Government Solutions, LLC and the negotiated pricing in the final contract.

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*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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**Jennifer Cooperman, Chief Financial Officer, Bureau of**  
**Revenue and Financial Services**

The Chief Procurement Officer requests that the City Council accept this Report and authorize the Chief Procurement Officer to execute a contract with Sherpa Government Solutions, LLC for an initial term of five (5) years, for a not-to-exceed amount of \$1,198,753.00 in accordance with Ordinance 188611, and subject to approval as to form by the City Attorney's Office. Sherpa Government Solutions, LLC will provide, implement, and maintain a web-hosted City-wide budgeting software solution for use by the City and its bureaus.

Recommended by:

Lester Spitler  
Chief Procurement Officer



Accept proposal of Sherpa Government Solutions, LLC for a new budgeting software system for the City Budget Office for an initial term of five years not to exceed \$1,198,753 (Procurement Report- RFP No. 0000789)

<b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Wheeler</b>	CLERK USE: DATE FILED <u>JUN 12 2018</u>
<b>COMMISSIONER APPROVAL</b> Mayor—Finance & Administration - Wheeler <i>MC</i> Position 1/Utilities - Fritz Position 2/Works - Fish Position 3/Affairs - Saltzman Position 4/Safety - Eudaly	Mary Hull Caballero Auditor of the City of Portland  By: <u><i>[Signature]</i></u> Deputy
<b>BUREAU APPROVAL</b> Bureau: Bureau of Revenue and Financial Services <i>JK</i> Bureau Head: Jennifer Cooperman	<b>ACTION TAKEN:</b>  JUN 20 2018 <b>ACCEPTED PREPARE CONTRACT</b>
Prepared by: James C. Moering Date Prepared: 5/30/2018	
<b>Impact Statement</b> Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
<b>Portland Policy Document</b> If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>City Auditor Office Approval:</b> required for Code Ordinances	
<b>City Attorney Approval:</b> required for contract, code, easement, franchise, comp plan, charter	
Council Meeting Date <b>6/20/2018</b>	

<b>AGENDA</b>  <b>TIME CERTAIN</b> <input type="checkbox"/> Start time: _____  Total amount of time needed: _____ (for presentation, testimony and discussion)	<b>FOUR-FIFTHS AGENDA</b>	<b>COMMISSIONERS VOTED AS FOLLOWS:</b>																								
<b>CONSENT</b> <input checked="" type="checkbox"/>  <b>REGULAR</b> <input type="checkbox"/>  Total amount of time needed: _____ (for presentation, testimony and discussion)	<table border="1"> <thead> <tr> <th></th> <th></th> <th>YEAS</th> <th>NAYS</th> </tr> </thead> <tbody> <tr> <td>1. Fritz</td> <td>1. Fritz</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>2. Fish</td> <td>2. Fish</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>3. Saltzman</td> <td>3. Saltzman</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>4. Eudaly</td> <td>4. Eudaly</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Wheeler</td> <td>Wheeler</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>			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. Eudaly	4. Eudaly	<input checked="" type="checkbox"/>		Wheeler	Wheeler	<input checked="" type="checkbox"/>		
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