

IMPACT STATEMENT

Legislation title: *Accept the Chief Procurement Officer's Report for a new budgeting software system. (Ordinance 188611)

Contact name: Jessica Eden

Contact phone: (503) 823-5738

Presenter name: Larry Pelatt, Procurement Manager



Purpose of proposed legislation and background information:

Since 2003, the City of Portland Budget Office (CBO) has administered Portland's citywide budget preparation Budget Reporting Analysis and Support System (BRASS). The citywide 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. BRASS is currently unsupported for other necessary citywide software upgrades (i.e. upgrades to Windows 10), and the official end-of-life for the software is December 2020. Given its current unsupported status, CBO has determined that BRASS needs to be replaced as soon as possible, CBO estimates the new replacement system will need to go live by Fall of 2019 in order to prepare the FY 2020-21 budget.

Ordinance 188611, passed by the Council on September 27th, 2017, authorized the Chief Procurement Officer to facilitate the use of a Request for Proposal (RFP) competitive solicitation process in accordance with City Code 5.33 in order to obtain the most responsive and responsible proposer to replace the current budget software. This legislation resulted in a competitive solicitation and negotiated contract.

Financial and budgetary impacts:

While the initial contract term of five years is going to cost \$1.2 Million, total project costs over the maximum contract term of ten years, including implementation and ongoing software maintenance, is expect to cost approximately \$1.5 Million. CBO has carried over \$1.1 Million during the FY 2017-18 Spring Supplemental Budget process to complete the implementation of the system in FY 2018-19 and has an additional \$63,000 in on-going resources to partially offset costs related to the project. Sufficient appropriation for the project is included in the FY 2018-19 budget and is included in the bureaus capital plan.

On-going service level agreement associated with the new system exceeds the budgeted amount for the predecessor system by \$50,000 annually. CBO is likely to be able to absorb this cost in FY 2018-19; however, will likely return to Council to request additional resources as a part of the FY 2019-20 budget process.

Community impacts and community involvement:

The citywide 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. While this project does not directly affect the community at large, an efficient budget process and the ability to disseminate City budget data is requisite for meaningful community input on City budgets.

The technology contracting community, including contractors certified with the State of Oregon as Disadvantaged, Minority, Women and Emerging Small Businesses became involved when the public notice was posted on the City's Online Procurement System.

Proposers were able to review the competitive solicitation, ask questions, provide comments and submit proposal responses to the competitive Request for Proposals (RFP). Members of the Minority Evaluator Program (MEP) participated in the evaluation of the proposals.

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