

PDC

PORTLAND DEVELOPMENT COMMISSION

DATE: July 22, 2009

TO: Board of Commissioners

FROM: Bruce A. Warner, Executive Director

SUBJECT: Report Number 09-85
Amendment to contract with Vanderhouwen & Associates, Inc. for IT professional temporary services for a total contract amount not to exceed \$750,000

EXECUTIVE SUMMARY

BOARD ACTION REQUESTED

Adopt Resolution No. 6722

ACTION SUMMARY

The Resolution authorizes the Executive Director to execute an amendment to an existing Flexible Services contract with Vanderhouwen & Associates, Inc. to provide as-needed IT professional services. The amendment will increase the amount of the contract by \$300,000 to a not to exceed amount of \$750,000. The Work Orders under the Flexible Services contract serve to identify discreet IT projects.

This action is necessary because the total amended amount will exceed the Executive Director's expenditure authority and there are further projects identified for this contract prior to the expiration date of March 31, 2011.

PUBLIC BENEFIT

This contract, like all of the Flexible Services contracts, is for on call services and is available for various scopes of work. Staff is able to quickly initiate small scopes of work without going to the expense or time of a solicitation, thereby saving public funds.

This action will support the following PDC goals:

- Sustainability and Social Equity
- Healthy Neighborhoods
- A Vibrant Central City
- Strong Economic Growth and Competitive Region
- Effective Stewardship over our Resources and Operations, and Employee Investment

COMPLIANCE WITH ADOPTED PLANS AND POLICIES

The process for amending the Flexible Services contract is consistent with the PDC Local Contract Review Board (LCRB) rules adopted by the PDC Board. The LCRB rules document the requirements for PDC public contracting.

FINANCIAL IMPACT

The Flexible Services contract with Vanderhouwen & Associates, Inc. is used to bring in IT staff for short-term projects where there is no capacity or resource within the current regular IT staff. It is not feasible to hire regular staff since the projects are normally less than a year in duration. Since the Flexible Services contracts as set up to handle various project requirements, there will be no financial impact until the project is identified through a Work Order under the contract.

RISK ASSESSMENT

Without this action, to allow short-term IT staff to be brought in, there is a risk that the Enterprise Resource Planning project previously adopted by the Board will not be completed on time or within budget.

WORK LOAD IMPACT

This action does not add workload. PDC would gain efficiencies by having a Flexible Services contract for needs as they arise.

ALTERNATIVE ACTIONS

The alternative to amending the Flexible Services contract would be to send out RFPs for each project requirement. This process would take about two months and would add costs to the project. Another option is to hire regular staff for these projects. However, it is not feasible to hire regular staff for these projects since they are normally less than year duration.

BACKGROUND

As a part of the Enterprise Resource Planning project, PDC staff is currently completing an upgrade to the Lawson financial system which includes a new chart of accounts. This has been a very staff resource intensive project and has required expertise that is not available in-house. Other IS projects as well as the full build-out of the Lawson system will be accomplished in phases and resource requirements for staff time, skills and expertise throughout the various projects will vary. Therefore, discussions with the Executive Team have determined that utilizing the Flexible Services contracts where possible to fill the resource needs is a sound business decision. It is anticipated that four additional IT temporary staff assignments will be necessary prior to the expiration of the Contract on March 31, 2011. The assignments are estimated to be six-months in duration for an approximate amount of \$75,000 each. With the \$450,000 already spend under the contract. This would bring the requirements to \$750,000.