



PROSPER
PORTLAND
Building an Equitable Economy

DATE: November 13, 2024
TO: Board of Commissioners
FROM: Shea Flaherty Betin, Interim Executive Director
SUBJECT: Report Number 24-52
Authorizing an Amendment to a Personal Services Contract with Workplace Change LLC

BOARD ACTION REQUESTED AND BRIEF DESCRIPTION

Adopt Resolution No. 7585

This action by the Prosper Portland Board of Commissioners (Board) will authorize an amendment to a Human Resources Consulting Contract (Contract) with Workplace Change LLC (Consultant). If approved, the amended Contract will engage Consultant to provide additional human resources (HR) consulting services through June 30, 2025, including onboarding coordination for new hires, the Americans with Disabilities Act (ADA) and leave process management, coaching for managers, and assistance with workforce engagement.

STRATEGIC ALIGNMENT AND OUTCOMES

This action delivers on Prosper Portland's strategic objectives by exercising "transparent administration of resources and assets to ensure public funds are effectively invested to achieve agency objective while promoting the long-term sustainability of the organization."

BACKGROUND AND CONTEXT

Prosper Portland conducted an intermediate procurement for HR consulting services in November 2023 and entered into a contract with the selected consultant – Workplace Change LLC – on December 8, 2023. With the departure of Prosper Portland's HR Director and subsequent HR Manager, Consultant has helped both fill service delivery gaps within Prosper Portland's HR Department and advise on process and efficiency improvements for the HR Department.

While Prosper Portland has filled one of two key vacancies within the department, there is a need in the short-term for Consultant to help with onboarding coordination for new hires, ADA and leave process management, coaching for managers, and workforce engagement (the Additional Services).

The Contract has been amended three times previously, for a total contract price of \$496,000. The Additional Services will cost \$4,000/week and are anticipated to be performed for ten weeks, though the amendment allows that both the existing services and the Additional Services may continue through June 30, 2025. Prosper Portland Board authorization is required to exceed the Executive Director's signature authority of \$500,000.

EQUITY IMPACT

Consultant is an MWESB certified firm and helps Prosper Portland integrate equity into its HR practices.

COMMUNITY PARTICIPATION AND FEEDBACK

Staff did not conduct any public engagement related to this action.

BUDGET AND FINANCIAL INFORMATION

There are adequate funds in the fiscal year (FY) 2024-25 Revised Budget to fund the Contract amendment. The FY 2024-25 Budget included \$220,000 for the existing Contract amounts. The additional Contract amount will be funded by HR position savings and reallocated from personnel to materials and services in the FY 2024-25 Revised Budget No. 2 that staff anticipate presenting to the Prosper Portland Board in December 2024.

RISK ASSESSMENT

Consultant is filling a vital gap in HR service delivery at Prosper Portland. Without these services, there is a risk that Prosper Portland will be unable to comply with all of its regulatory responsibilities and legal responsibilities to its employees.

ATTACHMENTS

None.

