

INFORMATION TECHNOLOGY AND GENERAL SERVICES and ECONOMIC DEVELOPMENT AND JOBS COMMITTEES' REPORT relative to regional procurement portal cost recovery and outreach.

Recommendations for Council action:

1. RECEIVE AND FILE Recommendation No. 1 of the City Administrative Officer (CAO) report dated March 11, 2021, attached to the Council file.
2. INSTRUCT the Information Technology Agency (ITA) and the Chief Procurement Officer (CPO) to include an electronic payment module to collect the regional procurement portal fee and develop the policies and regulations associated with the administration and collection of the fee.
3. INSTRUCT the ITA to require staff working on the portal to categorize time spent in either the development or the maintenance of the portal to enable accurate billing for staff costs reimbursement and calculation for future fee studies, prior to the launch of the Regional Platform scheduled for summer 2021.
4. INSTRUCT the ITA and the CPO to report to Council within six months of the launch of the regional procurement portal to provide the status of implementation, including the total number of City departments, governmental agencies, and private sector entities utilizing the portal, the number of licenses issued, staffing needs, and general program outcomes.
5. INSTRUCT the CAO to review and reconcile the actual costs of the regional procurement portal after the first year following implementation to ensure the fee captures all costs and to recommend any necessary adjustments in the fee.
6. INSTRUCT the ITA and CPO to monitor the program/portal usage and provide usage data to the CAO after six months following implementation of the program.
7. AUTHORIZE the CPO to set internal and external policy on the use of the City's procurement system; and, AUTHORIZE the CPO to grant access to non-City organizations to use the regional solicitation platform to post non-City procurement opportunities.
8. INSTRUCT the CAO to identify funding to support any unmet need of the program, verified by usage data, including the cost of additional licenses in the event the current number of licenses are not sufficient to support platform participation levels.

Fiscal Impact Statement: The CAO reports that adoption of the recommendations in said CAO report will have a potential negative impact on the General Fund. Although the calculation of the proposed fee includes all related staffing and expense costs for the Portal, it excludes the administrative cost of collecting the fees. In addition, full cost recovery may not be attained if the assumed number of Portal users is not met.

Financial Policies Statement: The CAO reports that the proposed fee recommended in said CAO report is in compliance with the City's Financial Policies in that the proposed fee will charge the reasonable cost of providing the service inclusive of the direct and indirect operational cost of the Portal.

Community Impact Statement: None submitted.

## SUMMARY

At the meeting held on April 15, 2021, your Information, Technology, and General Services Committee considered a CAO report relative to regional procurement portal cost recovery and outreach. After an opportunity for public comment was held, the Committee moved to approve the CAO's recommendations as amended, as detailed above.

Subsequently, on May 11, 2021, the Economic Development and Jobs Committee also considered this matter and after providing an opportunity for public comment, the Economic Development and Jobs Committee concurred with the recommendation made previously by the Information, Technology, and General Services Committee. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
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RAMAN:	YES
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BLUMENFIELD:	YES
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PRICE:	YES
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ECONOMIC DEVELOPMENT AND JOBS COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
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PRICE:	YES
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KREKORIAN:	ABSENT
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BLUMENFIELD:	YES
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RAMAN	YES
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HARRIS-DAWSON:	YES
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ME 5/12/21

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**