COMMISSION AGENDA	**Item No.**	5e
ACTION ITEM	**Date of Meeting**	March 11, 2014

DATE: March 3, 2014

TO: Tay Yoshitani, Chief Executive Officer

FROM: Peter Garlock, Chief Information Officer

SUBJECT: PeopleSoft services for future technology projects

Amount of This Request:	$0	**Source of Funds:**	Future project authorizations and annual operating budget
Maximum Contract Value:	$2,000,000		

ACTION REQUESTED

Request Commission authorization for the Chief Executive Officer to execute an indefinite delivery, indefinite quantity (IDIQ) contract for PeopleSoft functional and technical services in the amount of $2,000,000 with a contract duration of four years and an ordering period of four years in support of upcoming capital improvement and major expense projects impacting the Port's Financial and Human Capital Management Systems. There is no budget request associated with this authorization.

SYNOPSIS

In the next few years, Information & Communication Technology (ICT) forecasts several projects that will require interfaces or modifications to our PeopleSoft Financials or Human Capital Management (HCM) systems. Procuring a PeopleSoft services IDIQ contract will allow the Port to meet the needs of the planned projects in a timely and more cost effective manner.

IDIQ contracts provide the Port with the flexibility to meet business requirements as they arise by issuing individual service directives to accomplish tasks within a general, pre-defined scope of work on an as needed basis for a fixed period of time and a maximum contract amount.

Competitively procured IDIQ contracts are a widely used public sector contracting tool, consistent with the Port's Resolution No. 3605, as amended by Resolution No. 3628, and governed by CPO-1 policy. Budgets to utilize these contracts will come separately from either annual operating budget or individual project authorizations.

PROJECT SCOPE OR WORK AND SCHEDULE

PeopleSoft consulting services may consist of functional resources for project management, requirements analysis, configuration, testing, and documentation or technical resources for development, system administration, and configuration.

Service directives will be written with stipulated not-to-exceed amounts and will identify the scope of services. The contract will have a duration of four years; however, because there is a four-year ordering period, the contract duration may be extended to allow for work initiated during the contract ordering period to be fully implemented. Each service directive will specify the specific scope, duration, and schedule associated with the work.

FINANCIAL IMPLICATIONS

The total estimated project services will not exceed $2,000,000. No work is guaranteed to the consultants and the Port is not obligated to pay the consultant until a service directive is executed. After receiving authorization for each project in accordance with Port policy, the actual work will be fully defined and the Port will issue individual project-specific service directives.

SMALL BUSINESS PARTICIPATION

The project manager and the Central Procurement Office will coordinate with the Office of Social Responsibility to determine small business participation opportunities in accordance with the Port's Small Business Resolution No. 3618.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1) – Prepare separate procurements each time PeopleSoft services are required. This alternative would require many more procurement processes, add time to projects, and increase administrative costs in order to hire consultants for each project. This is not the recommended alternative.

Alternative 2) – Prepare a single procurement to contract with a PeopleSoft consultant provider for needs as they arise. This alternative would minimize the number of procurement processes necessary for timely completion of projects. **This is the recommended alternative.**

ATTACHMENTS TO THIS REQUEST

- None.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None.