

**COMMISSION**  
**AGENDA MEMORANDUM**

**Item No.**

8f

**ACTION ITEM**

**Date of Meeting**

May 10, 2022

**DATE:** May 2, 2022

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Krista Sadler, Technology Delivery Director

**SUBJECT: Analytics Automation Software Contract Authorization**

**Contract Value:** \$1,250,000

**ACTION REQUESTED**

Request Commission authorization for the Executive Director to execute a contract for Analytics Automation Software (AAS) for a period not to exceed five years in an amount not to exceed \$1,250,000. There is no funding request associated with this authorization.

**SUMMARY**

Modern data analytics software allows a business to quickly integrate, organize, and analyze data from a variety of sources to provide better insight for decision making, widen accessibility to data and analytics, and more efficiently produce complex financial reports. The software will automate repetitive and complex analytic processes and free Port financial analysts to focus on higher value work.

Current Port software lacks the sophistication to support the complex analytics needed to produce financial reporting for programs like the Environmental Remediation Liability (ERL) forecast and the upcoming Port-wide Financial Reporting Data project. Port staff spend up to 75% of their time manually prepping data in spreadsheets, reconciling different data sources, and transforming into readable reports. Analytics automation delivered with the proposed, scalable reporting platform will allow staff to focus on reporting efficiencies, compliance improvements, and strategic opportunities.

A small capital project will be approved to implement the new analytics software, procured per Port of Seattle policy. Recurring software license costs, estimated at \$1,250,000 for a five-year period, will be budgeted in Finance & Budget and Business Intelligence operating budgets.

There are no attachments to this memo.