



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8b

ACTION ITEM

Date of Meeting September 28, 2021

DATE: September 17, 2021

TO: Stephen P. Metruck, Executive Director

FROM: Krista Sadler, Director Technology Delivery

SUBJECT: PeopleSoft Consulting Services Contract Authorization

Contract Value: \$2,000,000

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute an indefinite delivery, indefinite quantity (IDIQ) contract for PeopleSoft consulting services as needed to support projects and operations for a total amount not-to-exceed \$2,000,000, with a contract ordering period not-to-exceed four years. There is no funding request associated with this authorization.

SUMMARY

Information and Communication Technology (ICT), Human Resources (HR), and Accounting and Financial Reporting (AFR) departments must intermittently utilize contractors with specific PeopleSoft experience when additional resources are needed for project delivery or operational enhancements. This includes updates, interfaces, and configurations to our PeopleSoft Financials and Human Capital Management systems that improve efficiency, ensure resilience, and support financial accountability and workforce development. Resource requirements for these specialized skills can fluctuate significantly with project workloads and system maintenance requirements. It is therefore impractical to hire full time staff to meet these short-term needs. In addition, there are numerous occasions where these specialized skills are needed on short notice to resolve problems or quickly meet an unanticipated compliance issue. To meet these needs more effectively, the Commission has previously authorized ICT to utilize an IDIQ contract which will expire in 2022. Authorization of this contract, which will be competitively procured, will streamline the process of hiring temporary contractors to supplement Port technical staff.

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 and a maximum contract amount. ICT is working with the Diversity in Contracting Department to determine the appropriate women-and-minority-owned business enterprise (WMBE) aspirational goal.

There are no attachments to this memo.