



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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NOTICE OF SOLE SOURCE PROCUREMENT

Posted Date: July 8, 2011

Project No.: 113267

Project Title: PF&R Readiness Evaluation

Estimated Project Cost: \$100,000.00

Sole Source Consultant: System Planning Corporation dba TriData

This sole source procurement is hereby published in accordance with Portland City Code 5.68. This notice will be posted for a minimum of seven (7) calendar days prior to contract award. The City of Portland intends to award this sole source contract to **System Planning Corporation dba TriData**.

Type of Work:

Emergency Readiness Consulting

Procurement Description:

Attachment 0, to Ordinance No. 184679, adopting FY 2011-2012 Budget states in part:

"The Office of Management & Finance working with Portland Fire and Rescue (PF&R) shall hire an independent expert consultant to prepare a report for Council consideration comparing PF&R staffing and deployment levels to like metropolitan fire and rescue departments. Particularly, the report shall address efficient and innovative methods of recognized service delivery.

The report shall also provide data to assist Council in determining whether the new response vehicles being purchased with funds from the 2010 Fire Bond shall be staffed utilizing existing or new personnel. The report shall be prepared and presented to Council within six months of the budget adoption in a Council Work Session."

Based on the Budget Note, the Scope of Work is as follows: Evaluate PF&R's fire, rescue and emergency services current resource allocations and service delivery methods and provide options for resource allocations and service delivery methods to meet PF&R's current and future demands. These options are to include cost efficiencies and alternative forms of service delivery. Advantages and disadvantages should also be addressed for each option.

Sole Source Justification:

TriData has performed three similar studies for PF&R in the past 20 years; the most recent one was completed in 2006. They have a solid background and understanding of PF&R and "like metropolitan fire and rescue departments" as required by the Budget Note – therefore they will be able to complete the study by Council's deadline. In addition, the information TriData obtained from the prior projects is integral to this Council ordered project.

PF&R used the competitive solicitation process for all past projects of this nature. TriData has consistently been the only firm that was considered capable of performing this type of study for PF&R. Based on TriData's history with PF&R, both bureaus believe that TriData is the only consultant that is capable of meeting Council's deadline without incurring significant costs to study PF&R's current service delivery methods.

The Steering Committee for the most recent Service Delivery System Study consisted of representatives of the Commissioners and Mayor's offices, the Portland Firefighter Association, Procurement Services, City

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REV 06/10

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Attorney's Office, PF&R and a private citizen. This representation ensured a diverse evaluation committee that determined TriData was the only consultant that was capable of completing the project on time and on budget.

Although PF&R has used the competitive solicitation process for all prior similar projects only TriData was consistently scored high enough to meet the requirements to perform this or similar services.

Contract Duration

Four months or less.

Any firm adversely affected by the award of this sole source contract shall have seven (7) calendar days from the issuance of this Notice of Sole Source Procurement to file a protest. The protest must be filed in writing to the Chief Procurement Officer and must specify the grounds upon which the protest is based. The Chief Procurement Officer shall not consider any protest submitted after the timeline established in this Notice of Sole Source Procurement. Any protest must include the following information:

- Sufficient information to identify this Notice of Sole Source Procurement;
- A detailed statement of all the legal and factual grounds for the protest;
- Evidence or supporting documentation that supports the grounds upon which the protest is based;
- A description of the resulting harm;
- The relief request.

Forward written protests to:

Chief Procurement Officer
City of Portland
Procurement Services
1120 SW Fifth Avenue, Room 750
Portland, OR 97204

The Chief Procurement Officer will review the protest and issue a written decision.

Any firm with questions regarding this procurement may contact the Portland Fire & Rescue, Carol Boucher, at 503-823-3757 or via email at carol.boucher@portlandoregon.gov.