



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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Kenneth L. Rust, Chief Administrative Officer
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NOTICE OF SOLE SOURCE PROCUREMENT

Posted Date: April 5, 2011
Project No.: 112852
Project Title: QA for Planning of BDS ITAP E-Permit System
Estimated Project Cost: \$ 20,000
Sole Source Consultant: Case Associates, Inc.

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 **Case Associates, Inc. (CAI)**

Type of Work:

Quality Assurance for the pre-planning and contracting phase of the Bureau of Development Services' Information Technology Advancement Project (ITAP) for migration and integration of the City's permit system to a statewide system being implemented by the State of Oregon using Accela software.

Procurement Description:

The scope of this project is to provide consultation on development of the City's contract with Accela and the Intergovernmental Agreement with the State of Oregon, Building Code Division, and preparing the requirements for a Quality Management Plan (Pre-planning Phase) for the BDS IT Advancement Project (ITAP).

CAI will provide third party review, analysis, and recommendations around the Accela contract and the IGA to ensure that these contracts will successfully meet BDS' business needs, achieve the desired outcomes, and be completed on time and within budget

Sole Source Justification:

CAI was selected by the State of Oregon's Building Codes Division to provide Quality Assurance/Quality Control for the State's implementation of the ePermit system using the Accela Automation software platform. In this role, CAI gained unique knowledge of the project operations of the State and Accela and QA issues that they faced. This is critical knowledge that will help ensure the QA issues are addressed as early as possible for ITAP, in the contract with Accela and IGA with the State.

Contract Duration:

Three months

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 Procurement Services, Estelle Bollinger, at 503-823-4330 or via email at Estelle.Bollinger@portlandoregon.gov.