



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

Tom Potter, Mayor
Kenneth L. Rust, Chief Administrative Officer
1120 SW Fifth Ave., Suite 1250
Portland, Oregon 97204-1912
(503) 823-5288
FAX (503) 823-5384
TTY (503) 823-6868

SOLE SOURCE PROCUREMENT
Project No. OMF046

The following sole source procurement is hereby published in accordance with City Code 5.68. This notice was posted on October 27, 2008 and shall remain posted for a minimum of seven (7) days prior to contract award.

Procurement Description:

At the 2008 Bureau of Human Resources (BHR) planning retreat, facilitated by AKT LLP, Senior Managers agreed to re-brand and promote the bureau's mission: *Knowledgeable, Helpful and Responsive*. In order to facilitate this process, AKT would continue its work with HR management, employees, and customers to reengineer and streamline business and problem solving processes, including the following:

- Reengineer the recruitment and hiring process and service delivery.
- Reengineer other areas of HR, starting with classification and compensation.
- Develop a bureau-wide problem-solving model and decision-making matrix to ensure consistency and the ability to make timely, quality cross-functional decisions.

Justification:

AKT took BHR through a Focused Review of the City's HR system to assess and make recommendations to realize greater efficiencies and improve delivery of services to HR's customers – all City of Portland bureaus. Most recently, BHR contracted with AKT to formulate its new strategic plan, which resulted in a new mission and calls for rebranding the bureau, reengineering service delivery processes, addressing customer service concerns, and preparing for civil service charter reform.

Any firm with questions regarding this procurement may contact the Office of Management & Finance, Laurel Butman, at 503-823-6806 or via email at laurelb@ci.portland.or.us.

Any firm adversely affected by the award of contract shall have seven (7) days from the issuance of this sole source notice to file a protest. The protest must be filed in writing to the Purchasing Agent and must specify the grounds upon which the protest is based. The Purchasing Agent shall not consider a protest submitted after the timeline established in this Notice of Intent to make a sole source purchase. Any protest must include the following information:

- Sufficient information to identify this notice of intent to make a sole source purchase;
- A detailed statement of all the legal and factual grounds for the protest;
- Evidence or supporting documentation that supports the grounds on which the protest is based;
- A description of the resulting harm to the affected person;
- The relief request.

Forward written protests to:

Purchasing Agent
City of Portland
Bureau of Purchases
1120 SW Fifth Avenue, Room 750
Portland, OR 97204

The Purchasing Agent will review the protest and issue a written decision.

An Equal Opportunity Employer

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.