Program #72005B - FRM Purchasing - MMP Contracts + Optimization   7/14/2022

Department:	County Management	**Program Contact:**	Brian Smith
Program Offer Type:	Innovative/New Program	**Program Offer Stage:**	As Adopted
Related Programs:	72005 FRM Purchasing		
Program Characteristics:	One-Time-Only Request		

Executive Summary

This project maintains and optimizes the software and business processes that support the County's more than 3,000 active contracts. It includes four initiatives that leverage the County's investment in the contract module of the Multco Marketplace (MMP). MMP has been the County's procurement and contracting solution of the county's Enterprise Resource Planning (ERP) system since 2019. MMP itself consists of four modules of the Jaggaer Software as a Service (SAAS) platform: E-procurement, Supplier Management, Sourcing and Contracts+ (pronounced "contracts plus"). Contracts+ is the most complex of the four modules as it relates to functionality, system architecture, review and approval workflows. Taking this opportunity now ensures efficiency and resiliency of the County's contracting system moving forward.

Program Summary

This project focuses on optimization of the Contracts+ module, clean-up of legacy contracts from SAP, and creation of ongoing support and maintenance resources. The four specific initiatives which make up this project include:
1) System and Business Process Optimization - Since the County went live with MMP, we have managed 11 software update releases. This work will be the first opportunity to review how the County is actually using the system across all Departments. It includes documenting the contract authoring, review, and management processes. We will also examine opportunities for optimizing the existing Contracts+ features, and determine if other available features would add value for the County. This project will result in recommendations for system improvements to increase the efficiency of our contracting system.
2) Configuration Changes to the Testing and Production Environments - This project will implement the recommendations that result from the system and business process review. This involves changing the configuration of the software that runs MMP and will result in many benefits for the County: decreased contract development and processing time, greater consistency of user experience across Departments, reduced training needs for contract creation and approval. It also streamlines the testing and impact of future software production releases which happen three times per year.
3) System Support Standard Operating Procedures - To support the continuity of operations and increase resiliency, this project would develop detailed operating procedures the the System Administrator's daily management of contracts within MMP. Much of this work is transparent to users, but critical to system functioning and includes maintenance of contract template, workflow, clause, and obligation libraries; and maintenance of workgroups, contract groups, and reporting systems.
4) Conversion of Legacy Agreements - There are currently 900 active contracts which the County imported from SAP into MMP at system implementation. Over time, and with new MMP software releases, these legacy contracts have the potential to create problems as they lack many of MMP's required fields of contracts created in MMP. This project would convert these legacy contracts into MMP-originated agreements and end this problem moving forward.

Performance Measures

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Number of legacy contracts converted into MMP originated contracts	N/A	N/A	N/A	900
Outcome	MMP Administrative processes documented for greater efficiency and consistency	N/A	N/A	N/A	10

Performance Measures Descriptions

Legal / Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Review Board (PCRB) Rules and Administrative Procedures CON-1 and PUR-1 to define its procurement and contracting processes within the constraints of ORS requirements. MMP is the County's system of record that contains the records to demonstrate compliance with these laws.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	**2022**	**2022**	**2023**	**2023**
Personnel	$0	$0	$75,000	$0
Contractual Services	$0	$0	$175,000	$0
Total GF/non-GF	**$0**	**$0**	**$250,000**	**$0**
Program Total:	**$0**		**$250,000**	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
Total Revenue	**$0**	**$0**	**$0**	**$0**

Explanation of Revenues

This program is funded through General Fund revenues.

Significant Program Changes

Last Year this program was: