



MULTNOMAH COUNTY PURCHASING ANNUAL REPORT 2016





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This 2016 Annual Report covers July 1, 2015 through June 30, 2016

MULTNOMAH COUNTY PURCHASING

ANNUAL REPORT 2016

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A MESSAGE FROM THE PURCHASING MANAGER



This report contains many of the standard process measures that are important to track to ensure that Central Purchasing is providing the efficient and cost effective services taxpayers expect. But beyond the core function of overseeing the purchase of the goods and services needed to support the County's broader mission, there are a number of specific initiatives highlighted in this report that are important to telling the story of what we do.

The year 2016 was a year focused on the value we create for the County. We conducted our first reverse auction for lab processing for sexual assault kits which resulted in a 35 percent reduction in cost and stretching scarce public funds in order to provide justice to a greater number of victims. Our innovative approach to selecting a new Enterprise Resource Planning (ERP) System was able to provide greater flexibility to County stakeholders while significantly reducing the time it took to conduct the selection process. And our selection of a Job Order Contracting (JOC) firm is estimated to reduce Purchasing workload by at least 10 percent while increasing greater compliance with the Board's purchasing rules. Our continued efforts to support better stewardship of the County's resources resulted in more than 60,000 pounds of surplus items diverted from the waste stream.

The County's Purchasing team continues to grow and develop, both in response to the demographic shifts in our workforce and as proactive agents to improve service to both our internal clients and vendors. We continue to seek more efficient methods as well as opportunities to create value through partnerships with other agencies. But fundamentally, it is the staff of Multnomah County Central Purchasing who makes the services we provide possible. They are a dedicated team who consistently seek to improve how we do business and I am inspired by both their professionalism and passion.

Sincerely,

A handwritten signature in black ink that reads "Brian R. Smith". The signature is written in a cursive, flowing style.

Brian R. Smith,
Purchasing Manager, Multnomah County



OUR MISSION

We purchase goods and services to support the County's diverse needs. We ensure the best value for our citizens by facilitating a fair and transparent process.

OUR ROLE

The Purchasing team supports County operations by managing County processes for buying goods and services, and by striving to achieve the best combination of price, quality and service. We support County goals of socioeconomic importance by enhancing the sustainability of the County's purchases and maximizing contracting opportunities for all vendors, including Minority-owned, Women-owned, and Emerging Small Businesses (MWESBs). As of January 1, 2016, the County began incorporating and recognizing Service Disabled Veteran-owned businesses as a certification category. Throughout the year, Purchasing staff support departments countywide to purchase a wide range of products, as well as both professional and non professional services. These purchases enable the County to provide optimal delivery of services to its citizens.

FY 2016

PURCHASING STAFF

Doreen Blome, CPPB
Kathi Braeme-Burr, CPPB, CCA, OPBC
Patricia Bride
Karen Brown
John Classen, MCA
Lee Fleming, CPPB, OPBC
Jerry Jelusich, CPPB
Debra Lindsay
Tessa Paul
Shawn Postera, MLIS
Jill Panches
Paula Rickman, CPPB
Lawrence Russell, CPPB, CCA
Emilie Schulhoff, CPPB
Brian Smith, CPPO
Annie Teav
Christy Tran
Lynne Waite, CPPB, OPBC
Kelly Wilhelm, CPPB
Barry Zimmerman, CPPB

WWW.MULTCOPURCH.ORG

\$184,539,833
TOTAL VALUE OF CONTRACTS AWARDED

\$6,493,488
DIRECT PAYMENTS MADE TO MWESBs

6
BUSINESS AND
WORKFORCE
DEVELOPMENT
PROGRAMS
SPONSORED

22
TOTAL CONTRACTS
AWARDED TO MWESBs

53
PERCENT STAFF
WITH PROFESSIONAL
CERTIFICATIONS

1,131
CONTRACTS
AND
AMENDMENTS
PROCESSED

717
TRAINING HOURS
PROVIDED TO
COUNTY STAFF



2016



533

TRAINING HOURS
PROVIDED TO
COUNTY PARTNERS

11

PERCENT
CONTRACTS
AWARDED TO
MWESBs

963

TRAINING HOURS
PROVIDED TO
MWESBs AND FUTURE
ENTREPRENEURS

247

BUSINESS AND
WORKFORCE
PARTICIPANTS
TRAINED

1,906

WORKFORCE
HOURS ACHIEVED

17,742

TRAINING HOURS PROVIDED
TO INDIVIDUALS INTERESTED
IN CONSTRUCTION

MULTNOMAH COUNTY PURCHASING

ACHIEVEMENTS



MWESB & SOCIAL EQUITY

At Multnomah County, social equity is deeply imbedded into our values, policies, contracting efforts, sponsorships, and regional partnerships. Because small businesses account for 95 percent of all businesses within the County, they are vital to our economic and community development efforts. Through a number of existing programs, Multnomah County demonstrates its commitment by directing financial support to sponsor business and workforce development training for MWESBs and their employees, as well as for individuals seeking to enter the construction industry. These efforts are making a positive contribution towards the success and growth of a diverse vendor pool and workforce. As of January 1, 2016, Multnomah County began incorporating the recognition of Service Disabled Veteran (SDV) Owned businesses along with other MWESB businesses.



ECONOMIC & COMMUNITY DEVELOPMENT

Each of the following organizations and their programs are focused on helping small businesses by providing a foundation for individuals to build skills and obtain meaningful employment in the construction trades. By

providing financial support, staff participation and hands-on business and workforce training opportunities, Multnomah County is a leader in our community, contributing to the vitality of the local economy and community.



CONSTRUCTING HOPE

Constructing Hope is a nonprofit pre-apprenticeship training program committed to rebuilding lives through training and career placement in the construction industry. Their program is focused on providing training and work skills development for minorities, low-income, and formerly incarcerated individuals. In 2016, Constructing Hope graduated 59 individuals, with 44 of those gaining entry into apprenticeship programs shortly after graduation. These low-income women and men received hands-on training in: resume writing, interviewing techniques, financial management, blueprint reading, construction, math, and sustainable building techniques.

TURNER SCHOOL OF CONSTRUCTION

This training program is offered annually to Minority, Women and Emerging Small Business owners in the construction industry. Over 10 weeks, participants learn about effective business plans, banking and financial management, marketing strategies, scheduling and estimating, purchasing, daily operations, safety, billing, risk management, and measuring performance. In FY2016, 18 graduates represented a mix of business owners and employees of state certified firms. In addition to financial support, Multnomah County and other participating public agencies teach one of the seminars, which focuses on doing business with public agencies.





OREGON TRADESWOMEN, INC.

Oregon Tradeswomen, Inc. (OTI) provides training opportunities for low-income girls and women by holding the Building Girls Summer Camp and the Trades and Apprenticeship Career Class for Women. Multnomah County helped sponsor their January and March Tradeshow and Apprenticeship Career Classes in FY2016. Through their training, a total of 73 women and 84 girls benefited by developing skills for careers in the building, construction, mechanical and utility trades. Many graduates of OTI's training programs go on to enroll in apprenticeship programs to become Journey level trades people.

OAME YOUTH ACADEMY

For the past 16 years The Oregon Association of Minority Entrepreneurs (OAME) has hosted a Youth Academy with more than 700 high school students participating. The Youth Academy seeks to engage young people in business practices through a variety of speakers, activities, videos and presentations. Participants work in teams to produce a business plan for a hypothetical business that is both profitable and

sustainable. With this program, OAME strives to improve the entrepreneurial skills of tomorrow's leaders by sparking an interest in business at a young age. This past year 50 high school-aged students took part in the Youth Academy training opportunity. Multnomah County's Director of Transportation and County Engineer, Ian Cannon, represented the County as a speaker for the event.



UNIVERSITY OF WASHINGTON MINORITY BUSINESS EXECUTIVE PROGRAM

The University of Washington's Michael G. Foster School of Business provides training to minority business professionals in a variety of areas, including: finance, accounting, human resource management, leadership, marketing and brand strategy, relationship marketing and strategic thinking. The program provides training to approximately two dozen minority-owned businesses each year. Multnomah County has sponsored at least one State of Oregon certified business owner each year since 2009. This year, the County sponsored Naim Hasan, the local owner of Naim Hasan Photography, LLC who has been providing photographic services to a diverse population of business and personal clients since 2002.

"It was truly an amazing experience to be in a class filled with successful owners from diverse business sectors, and to have award winning, passionate professors share their wealth of knowledge in the areas of finance, marketing, business strategy, leadership and decision making. I am grateful for the opportunity."
– Naim Hasan



OUTREACH & MARKETING



Throughout the year, Multnomah County staff attends more than 100 community meetings and events to market construction contracting and personal services opportunities within the County to the small business community. Attending community outreach events supports and strengthens partnerships with diverse organizations and communities, as well as demonstrates our commitment to business equity. Some of the more than 100 plus organizational meetings and events County staff attend throughout the year to market opportunities include, but are not limited to:

- Oregon Association of Minority Entrepreneurs (OAME) meetings and annual tradeshow
- National Association of Minority Contractors of Oregon (NAMC-Oregon) meetings
- Professional Development Business Group (PDGB) meetings
- Hispanic Metropolitan Chamber of Commerce (HMCC) meetings and annual tradeshow
- Oregon Public Purchasing Association (OPPA) Reverse Vendor Tradeshow
- Asian Pacific American Chamber of Commerce (APACC) meetings and events
- Philippine American Chamber of Commerce (PACCO) monthly meetings and events
- Oregon Native American Chamber of Commerce (ONAC) monthly meetings and events
- Metropolitan Contractors Improvement Program (MCIP) events
- Urban Entrepreneurs Network Annual Urban Summit
- Salem Capitol Connections meetings and events
- Northwest Mountain Supplier Diversity Council (NMS-DC) meetings and events



IN FY2016, MULTNOMAH COUNTY STAFF ATTENDED MORE THAN 100 COMMUNITY OUTREACH EVENTS

REGIONAL LEADERSHIP

Multnomah County continues to take a leadership role in collaborating with regional public sector partners to improve policies and efforts to ensure the long-term success of Disadvantaged Business Enterprises, Minority-owned, Women-owned, Service Disabled Veteran-owned, and Emerging Small Businesses. By partnering with organizations such as the Business Diversity Institute, Inc. (BDI), a 501C3 organization committed to the growth and development of small businesses, the County continues to develop impactful and supportive strategies that assist State of Oregon certified businesses in the region by bringing practitioners from public and private organizations together for a Quarterly Diversity Practitioners Summit. During Summit meetings, practitioners review and collaborate on current trends and issues impacting the small business community, seeking to find solutions to the challenges businesses face and removing barriers within their own organizations. Lee Fleming, Multnomah County's Supplier Diversity Officer, continues to chair this committee and serves as the Vice Chair of BDI. Multnomah County received the BDI Small Business Champion Award for 2015–2016 for its efforts to improve conditions for small businesses.

Multnomah County continues its ongoing collaboration with the Northwest Mountain Supplier Diversity Council (NMSDC) to lead discussions about issues that further impact the certified business community. Through this collaboration, the County participates in the development of best practices among public and private organizations on a national scale as NMSDC is part of the National Supplier Diversity Council.

Multnomah County partnered with Metro Regional Government to sponsor and host what has become an annual Small Business Open House. For the second year in a row, County and Metro officials and staff hosted more than 300 small business owners and visitors to this joint outreach event. Project and program managers from both organizations were there to discuss current and future opportunities and projections. Representatives from the Certification Office for Business Inclusion & Diversity (CO-BID) were on hand to provide assistance and guidance regarding how to become DMWESB certified in the State of Oregon. Representatives from the Oregon Procurement Information Network (ORPIN) and the Oregon Health Marketplace were also on hand to assist business owners and provide information.

Multnomah County helped to plan and execute the first ever Diversity in the Construction Trades Summit which another example of the County's leadership and collaborative efforts to address the needs of underrepresented populations in the construction trades. Lee Fleming served on the planning committee with representatives from Oregon Tradeswomen, Constructing Hope, Metro Regional Government, City of Portland, Port of Portland, Portland Community College, Slayden Construction Group and TriMet. The Summit focused on establishing and sharing a base line of current data, trends, and efforts towards implementing and effecting workforce programs on construction projects and brainstorm toward further solutions.





WORKFORCE TRAINING & HIRING PROGRAM COUNTY REQUIREMENTS ENSURE EQUAL EMPLOYMENT OPPORTUNITY

Multnomah County requires workforce training on its large construction projects to ensure the projects offer equal employment opportunity in the construction trades. Prime contractors with contracts of \$200,000 and greater and subcontractors with contracts of \$100,000 and greater are required to make sure 20 percent of their workforce hours, per trade, are worked by State-registered apprentices. Contractors are also required to make efforts to ensure their workforce is reflective of the diversity of Multnomah County.

By requiring apprenticeship participation on formal construction projects, Multnomah County is helping to set the standard within the industry. By requiring 20 percent participation, per contractor, per trade, the County is seeing a positive effect on apprenticeship demand. This helps to create opportunities for tomorrow's workforce.

Apprenticeships typically last between two to five years and involve both a classroom training portion and an on the job training portion. Apprentices typically begin their apprenticeship earning 50 percent of a journey workers rate of pay. As they work through their apprenticeship,

their wages typically increase 5 percent every six months until they reach the journey worker status.

Over the past three fiscal years, the majority of workforce training has been provided on the Sellwood Bridge Project. These training results are highlighted

in the Sellwood Bridge section of this report. Four additional medium-sized projects met the program requirements and presented meaningful training opportunities for apprentices. These projects include: 1. the Multnomah Building Water Repellent, Sealant, and Brick Repair Project; 2. the Multnomah County Courthouse Mechanical Repair Project; 3. the Multnomah County Library Administration Building Boiler Project; and 4. the Multnomah County Library Administration Building Interior Reconfiguration Project.

A combined 25 percent apprenticeship participation was achieved on these four projects, equaling 1,906 hours of apprenticeship training. In addition, 1,222 minority workforce hours achieved 16 percent minority participation on these four projects.



CERTIFIED BUSINESS SPOTLIGHT

COLAS CONSTRUCTION

100 PERCENT MINORITY-OWNED AND FAMILY-OWNED BUSINESS

Colas Construction has a strong reputation of excellence in the construction industry and is also one of the few 100 percent minority-owned General Contractors in the state of Oregon. It is a family-owned business that was founded in 1997, by Hermann Colas, Jr.

Hermann Colas, Jr., has over 30 years of experience in the construction industry. He developed and self-financed all of Colas' initial projects which were catalysts to the public recognizing his skills in delivering top quality construction projects. The first construction project Colas developed was done with the vision of uplifting neighborhoods and creating pleasant living spaces where people with lower incomes could reside. Those first projects had a significant impact on what were then considered substandard areas in the city. Hermann went on to launch other highly successful developments in the Portland metro area.

Colas Construction focuses on delivering high quality building construction projects for private and public sector needs while targeting a minimum of 25 percent MWESB subcontractor participation on their projects.



PDX PROCUREMENT SEARCH

EASIER ACCESS TO PUBLIC AGENCY OPPORTUNITIES



Steve Havelka developed PDXProcurementSearch.com in 2015 after watching friends and family struggle with finding information about government contracting processes and locating opportunities. Businesses had so many different websites to visit, with so many solicitation documents to read through, that people were overwhelmed, frustrated, and missing out on possible opportunities that could help their businesses to grow and thrive. With a background in data processing and web development, Steve realized that this disconnect between public agencies and businesses was a problem he could address

To that end, PDXProcurementSearch.com launched in the summer of 2015 with a goal of helping smaller businesses, especially those in the MWESB community, to more easily access opportunities from various public agencies in one location. Since its launch, PDX ProcurementSearch.com has grown to include every major public agency in the Portland metropolitan area and several state agencies. Steve and his team have now begun expanding and adding agencies in the state of Washington.

"I'm so grateful for the opportunities our work with Multnomah County has brought us. The procurement team at the County has done so much for the MWESB business community in Portland and the surrounding area. I'm proud to be a part of that effort. I'd like to thank Lee Fleming and everyone at the County for believing in me right from the start."
– Steve Havelka

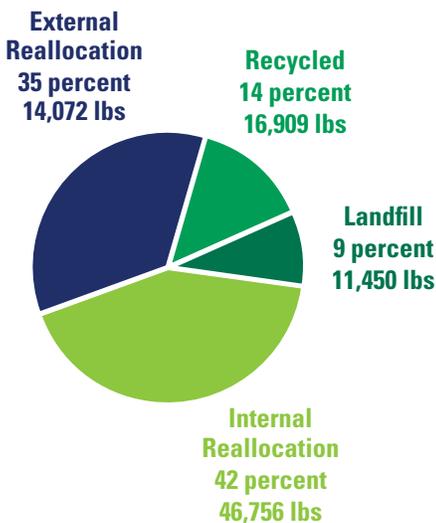




TOTAL SURPLUS
PROPERTY PROCESSED
116,212 LBS

TOTAL NON-CASH
RELEASING VALUE
\$177,773

EXTERNAL REALLOCATION:
\$51,952.12
INTERNAL REALLOCATION:
\$125,820.38



SURPLUS PROPERTY PILOT

Through Multnomah County’s Surplus Property Pilot the County continues to evaluate the true cost of owning assets. Surplus assets can be defined as goods or materials that are now deemed obsolete and need final disposition external to the County.

The Surplus Property Pilot focused on gathering data in the four phases of procurement to better inform County staff on how to sustainability procure and manage assets. To do so, the County collaborated with internal stakeholders to identify issues with assets and surplus property, such as:

- Environmental and Ergonomic Specifications
- In-life-use issues: durability and reallocation
- End of Life-Final Disposition Barriers

Central Purchasing’s research led to the release of a Request For Information (RFI) in partnership with the City of Portland to find what solutions were available in the marketplace. The RFI received seven responses from global furniture and furnishing organizations. This information allowed Central Purchasing to develop a process, and specifications, towards a formal solicitation.

Disposing of goods and materials in a way that is environmentally responsible requires a complex solution. The demand and value of these solutions to properly dispose of materials safely and responsibly are ever-changing in the open market. Multnomah County continues to lead the effort to develop a responsive and flexible method to research and evaluate data to identify sustainable ways to process surplus property with a focus of improving our local economy.

Central Purchasing’s work earned Multnomah County The National Association of Counties (NACo)’s 2016 Achievement Award for its program titled “Increasing Stewardship of Public Resources: Building a Surplus Program Pilot” in the category of Financial Management.

SUSTAINABLE PURCHASING

THE TRIPLE BOTTOM LINE OF SUSTAINABILITY – THE STORY CONTINUES



- Valuing dialog in the development of necessary tools
- Providing a learning environment
- Conducting analysis of a vendor's or manufacturer's processes
- Providing technical assistance and resources through person-to-person contact, on-line resources, and formal training
- Developing clear roles, timelines, and outcomes
- Developing metrics and analyzing data
- Addressing issues in a timely manner
- Identifying opportunities for change

Central Purchasing's sustainable purchasing efforts support the County's values that seek to provide a healthy community and focus on long term environmental and economic impacts to its citizens. In FY2016, Central Purchasing focused on stakeholder engagement to continue the development of sustainable business practices that provide a supportive, flexible, and responsive environment while ensuring accountability. This has been reflected in County processes beginning with procurement planning and culminating with contract administration.

Multnomah County continues to foster a culture that empowers employees, vendors, and individuals in the community to move to action to develop more sustainable practices by:

The County is a member of The Sustainable Purchasing Leadership Council (SPLC), a non-profit organization whose mission is to support and recognize purchasing leadership in the area of sustainable business practices. The SPLC evolved from a need for organizations to come together to share their knowledge of sustainability in the public and private sector.



While the County has been recognized by the SPLC for work with and towards sustainable business practices, the goal for FY2017 is to continue the work of enhancing efforts through collaboration and networking with public and private organizations such as the SPLC to affect greater outcomes.

HEALTHY PURCHASING

MULTNOMAH COUNTY RECEIVES OREGON ENVIRONMENTAL COUNCIL'S FIRST ANNUAL AWARD

In FY2016 Multnomah County demonstrated leadership by continuing to reduce the purchase and use of toxic substances, and to increase the use of safer products by County departments by enhancing internal guidance, training, specifications, and vendor outreach. The goal is that by reducing the number of toxic products and chemicals accessible in the workplace will result in safer environments for employees and County citizens.

Multnomah County was recognized for leading a collaborative effort to introduce safer products in public procurement by being the recipient of the Oregon Environmental Council's first annual "Healthy Purchasing Champion" award. Receipt of this award highlights the County's commitment to and focus to procure environmentally-friendly and sustainable items.



CENTRAL PURCHASING PROGRAM

Multnomah County Central Purchasing is comprised of 20 professionals who conduct formal procurements and contracting tasks on behalf of the County. On-going professional development, leadership and training are keys to the continuing value this office provides to purchasing and contracting throughout Multnomah County.

PROFESSIONAL RECOGNITION

In FY2016 Central Purchasing received the OA4 accreditation (Outstanding Agency Accreditation Achievement Award) from the National Institute for Governmental Procurement (NIGP) recognizing our excellence in public procurement. Central Purchasing also received an achievement award from NACo for the Surplus Pilot program.

In May, Gerald Jelusich and Christy Tran both received notable distinctions. Gerald received the Oregon Public Purchasing Association's Harold P. Vaughn Lifetime Service Award. This award is the premier recognition by the State's largest public purchasing organization for Gerald's experience, leadership, and innovative contributions to the profession. Gerald's efforts have had tremendous impact for Multnomah County, the State of Oregon, the region, as well as the nation. Gerald is only the second recipient of the award from Multnomah County.

Christy Tran received the NIGP Columbia Chapter Buyer of the Year Award for 2016. Christy was nominated by her peers and recognized for her outstanding efforts, not only as a Procurement Analyst Senior for the County, but for her leadership in both the Columbia and OPPA Chapters of NIGP.

LEADERSHIP

Multnomah County Purchasing is actively involved with NIGP nationally and through Oregon's two local chapters; the Columbia Chapter and the Oregon Public Purchasing Association (OPPA). By teaming with these local chapters, Multnomah County is able to provide additional training resources for its staff, utilize networking and technology to identify procurement and contracting opportunities, as well as identify and collaborate on upcoming legislative items of impact to the County's business operations.

Central Purchasing staff participated on governing boards, committees, and provided workshops locally and nationally during FY2016 as follows:

Brian Smith served as Chair for NIGP Chapter Ambassador Program as well as Region 8 Chapter Ambassador. Brian served as Chair for the Legislative Committee for OPPA. Brian also served as Board member on the OAME (Oregon Association of Minority Entrepreneurs) Advisory Board.

Barry Zimmerman served on the Program Committee for OPPA.

Lee Fleming served as Membership Director for Columbia Chapter.

Christy Tran served as: Board Secretary for Columbia Chapter; Reverse Vendor Trade Show Committee Chair; served the on OPPA Membership and Program Committees.

Kathi Braeme-Burr served as the Professional Development Director for Columbia Chapter NIGP.

Kelly Sue Wilhelm served on the Planning Committee for OPPA.

Multnomah County employees are also encouraged to participate in other forms of leadership development. Multnomah County's Office of Diversity and Equity hosts the County's Employee Resource Groups, which are created with the idea of providing support, enhancing career development and contributing to personal development in the work environment.

Shawn Postera served as Chair for the Green Team.

Lawrence Russell served as Events Director for the Veterans Employee Resource Group.

Barry Zimmerman served as Communications Director for the Veterans Employee Resource Group.

Lee Fleming served as the Liaison to Countywide Committees for the Managers of Color Group.



CERTIFICATION AND TRAINING

As of June 30, 2016, 53 percent of Multnomah County Central Purchasing employees are professionally certified. These professional certifications reflect long hours of study and preparation. Ongoing professional education, training and volunteer efforts by Multnomah County's Purchasing professionals are reflective of our commitment to excellence, continuous professional improvement and service to the community. Purchasing staff have obtained and maintain the following certifications:

Oregon Procurement Basic Certification (OPBC)

Kathryn Braeme-Burr Lynne Waite
Lee Fleming

Universal Public Procurement Certification Council Certified Professional Public Buyer (CPPB) Designation

Doreen Blome Lawrence Russell
Kathryn Braeme-Burr Emilie Schulhoff
Lee Fleming Lynne Waite
Gerald Jelusich Barry Zimmerman
Paula Rickman

American Contract Compliance Association Certified Compliance Administrator (CCA) Certification

Lawrence Russell

Universal Public Procurement Certification Council Certified Public Procurement Officer (CPPO) Designation

Brian Smith

Multnomah County Purchasing developed and presented training in FY2016:

PURCHASING REPRESENTATIVE	TRAINING	WHERE DELIVERED
Brian Smith	Public Private Partnerships Journey Towards Success Promoting the Public Procurement Profession	NIGP Forum
Brian Smith	NIGP's Strategic Partnerships Legislative Update	OPPA Fall Conference, Columbia Chapter
Barry Zimmerman	Tomorrow's Teachers, Train the Trainer Cooperative Contracts	OPPA
Barry Zimmerman	Requirements Training	OPPA Fall Conference
Lee Fleming	The Case for Business Equity & Inclusion Through Public Procurement	Columbia Chapter, Intergovernmental Cooperative Purchasing Group (ICGP)

Multnomah County Purchasing provided training to department staff, public agencies, vendors and the general public:

TRAINER'S NAME	TRAINING	WHERE DELIVERED
Brian Smith Shawn Postera	Surplus: It's Not What You Think it is	OSFMA PNW Purchasing Conference
Brian Smith	Legislative Update	BDI Practitioner's Summit
Brian Smith	Ethics	Purchasing Advisory Committee
Brian Smith	Employees/Independent Contractors	Operations Council
Brian Smith	Introduction to Construction	Portland State University
Brian Smith	Public Purchasing for Senior Public Officials	District 2
Brian Smith	NIGP Benefits/On-line Resources	Assiniboia Chapter
Lee Fleming	Doing Business with Multnomah County	Joint Metro-Multco Small Business Open House Government Contract Assistance Program Conference Oregon Small Business Fair Connect to Oregon Business Oregon Retreat

INTRODUCTION OF SERVICE ORDERS COUNTYWIDE

SIMPLIFIED CONTRACTING DOCUMENT

After two years in a trial program for the Wellness Program, Purchasing and Supplier Relationship Management (SRM) made some final adjustments and introduced County-wide a new contracting tool for personal services under \$75,000 – the Service Order. Similar to the Purchase Order, this simplified contracting document permits users to issue a simple, easy to understand 2-3 page contract document, with a short statement of work and insurance replacing the much more complex standard Services Contract, which can easily number in the many dozens of pages.

Since the Service Order does not require legal review or processing by the Central Contracts unit, programs can get a Provider under contract in just a day or so instead of weeks. While there are some restrictions on its use, we expect to see approximately 150 Service orders this year, saving the County hundreds of hours of legal, contracts review, and processing time. This will reduce the total number of service contracts and dramatically shorten the time it takes to put a Provider under contract.





DISTRICT ATTORNEY NEW YORK GRANT SEXUAL ASSAULT KIT TESTING

In the majority of cases, when a woman is a victim of sexual assault, a sample of fluids is taken as evidence and referred to as a collected Sexual Assault Kit. Unfortunately, all too often the kits are not referred to a lab and the results are not entered into a national criminal database. Due to high processing costs, only selective kits are processed and the rest are stored unprocessed. For many of the victims, this is the second assault – allowing their attacker to remain anonymous with no possibility of being held accountable for their crime or other crimes they may have committed. In Multnomah County alone there were over 2,000 untested kits and the backlog grows every year.

A criminal settlement in New York allowed the District Attorney to make millions of dollars available nationwide to help address the problem. The City of Portland Police Bureau, the Multnomah County District Attorney, along with Lane and Marion County, received nearly \$3M in funding towards Sexual Assault Kits backlog testing. When the City of Portland struggled to establish the newly funded testing process, the DA took over the challenge and engaged Central Purchasing on how best to put this funding to work before the September 2017 completion deadline.

With time being critical, Purchasing first examined the initial bids which ranged from \$695 to over \$1,000 per kit. This wide range suggested that the specifications and requirements around the testing were not clearly understood or communicated to the Vendor community. Purchasing had just witnessed the application of a new Procurement process called “Reverse Auction” in which Vendors are pre-qualified and on a specific date could make an initial bid with the option to lower their pricing as others competed for the entire lot of kit testing. The DA utilized this new technique which offered a quick and competitive solution. The DA and Purchasing worked closely with Oregon State Police who clarified and articulated the standards the competing laboratory’s had to meet and outlined the required testing protocols. Purchasing engaged EASI, an auction firm specializing conducting in Reverse Auctions, and developed the unique procurement documents for first time use.

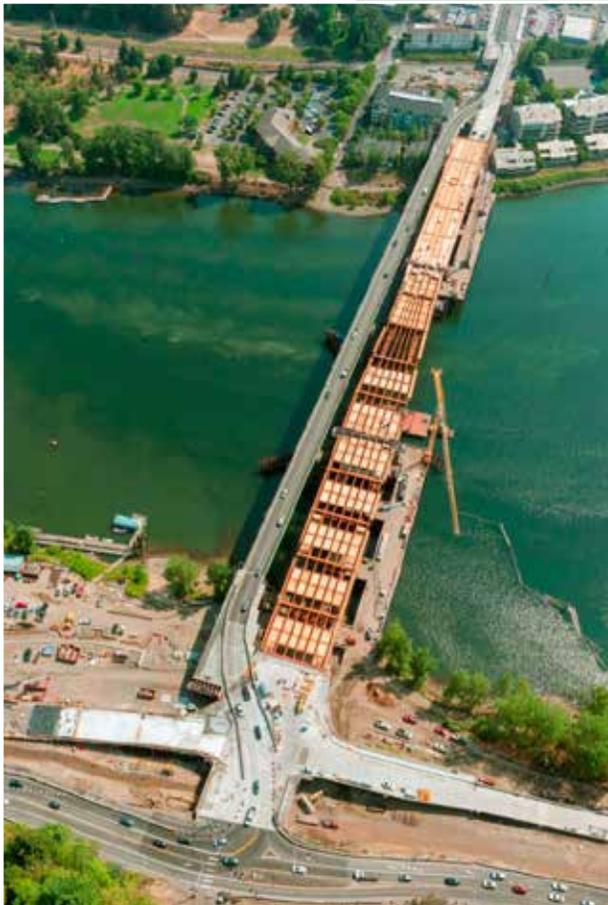
On January 12th, 2016 three firms responded and pre-qualified – and on January 21st we held the first ever Reverse Auction in Multnomah County. The final low bid was \$550 per test – a reduction of almost \$300 per test. Testing began immediately upon contract execution with Sorensen, the successful Reverse Auction Bidder.

SELLWOOD BRIDGE PROJECT

CONSTRUCTION AND WORKFORCE PROGRESS

After five years of construction, the new Sellwood Bridge is nearing completion. The concrete deck and north sidewalk have been completed and opened for public use. As work continues on the east approach's southern half, the project team continues to work towards meeting the project workforce training, diversity and DMWESB subcontractor participation goals. By project completion the general contractor, Slayden-Sundt Joint Venture, and their subcontractors are tasked with achieving a workforce apprenticeship participation goal of 20 percent and workforce diversity goals of 14 percent female and 20 percent minority workforce participation.

By the end of FY2016, those contractors responsible for meeting apprenticeship training targets had achieved 112,251 total hours of apprenticeship training, equaling 21.73 percent of the contractors' total combined workforce hours on the project. A total of 285 different apprentices had worked on the project through the end of this reporting period. In addition, 220,163 hours (28 percent) had been worked by minority journey and apprentice level trades people combined. The project team has also made significant progress towards the female workforce participation goal with 101,205 hours (13 percent) having been worked by journey and apprentice level trades women.



September 12, 2015



October 15, 2015



January 15, 2016

**THE NEW SELLWOOD BRIDGE
OPENED TO TRAFFIC ON
MONDAY, FEBRUARY 29 AT 8 P.M.
10 HOURS AHEAD OF
SCHEDULE.**

Progress towards achieving the project goals to utilize and subcontract to DMWESB firms has been trending up towards the 4 percent goal for DBE utilization and 20 percent target for MWESBs. By the end of FY2016, \$46,128,862 had been subcontracted to DMWESB businesses (20.34 percent), with 3.98 percent of the 4 percent DBE goal being achieved. A total of 254 different subcontracts have been issued with 129 of those awarded to DMWESB businesses.

See more about the project at
www.sellwoodbridge.org



April 15, 2016

June 13, 2016

ENTERPRISE RESOURCE PLANNING SYSTEM

Without a doubt, the year's single most significant procurement process was the Enterprise Resource Planning System or more simply "ERP". Multnomah County has been building on and using the SAP system as the backbone or legacy enterprise computer system for the entire County. Over 15 years old, the system has struggled to meet user's needs and is increasingly unsupported – it was time to get a new enterprise replacement system.

Controlling every basic function in the County, acquiring a new software enterprise system is a daunting task. Planning began in earnest over two years ago with a core team, composed most of IT, Purchasing and Finance representation. Reviewing previous major software purchases by the County and the State, the team identified numerous pitfalls, risks and failure points, and entered into this process with bold and innovative steps, that:

- Developed an entirely new way for a public entity to buy technology that permitted maximum flexibility to deal with the complexities found in these procurements. Essentially we turned the "normal" software buying process on its head. Take SAP for an example – it excels at tracking financial transactions. To meet the other needs of the county like property management, procurement, contract creation and administration, budget and HR we were forced to try to adapt SAP to meet our needs, with varying degrees of success. Instead of buying a single software approach (like SAP) and forcing it to meet the many needs of the County, we instead tried out all of the various software solutions currently available for our key needs, determined which fit our needs the best, and then instructed

our System Integrators to give us proposals on how they would "integrate" these systems into a cohesive software system.

- Redeveloped, and in some cases, completely re-wrote the standard Request for Proposal template to reflect a complex multi-phase, multi-step process. This permitted the testing and selection of both the software solutions and the system integrator on a concurrent but separate schedule.
- Included multiple protest periods for each phase and step within



the phase to remove the risk of an unsuccessful proposer finding a technicality and causing us to have to re-do the process from the beginning.

- Developed an entirely new multi-tiered evaluation process utilizing evaluation committee members for the scoring of "essay responses" and combined with scoring based on Contractor responses to stated requirements, each with an established point value based on the response.
- Pioneered the use of "blind scoring" – Neither the Proposers nor evaluators were shown the relative value of each question within a section, but we did reveal what each sections total was worth. Ad-

ditionally, based on each evaluator's self assessment of their expertise in different areas, their scores were adjusted – scoring by an "expert" in one area would earn more points than the same evaluator's scores in another area where the evaluator deemed they were "less than expert" or an "occasional user".

- Opened up product demonstrations to the entire County through webcasting – thus allowing potential users to see the various products and pass on their comments to their representatives.
- Finally, the SI selection panel was comprised of an unheard of 26 mostly senior raters, representing every County function and potential users. This reinforced the selection process to strive to find a "County-wide" solution rather than one that met one areas needs to the detriment of others.

Outcomes: This significant procurement process, worth an estimated \$40 million over ten years, was completed in only ten months. The multi-step process was open and transparent and did not receive a single protest at any phase or step. This was remarkable considering the intense competitive nature of the competing Proposers and the high value at stake with each selection. The internal process, featuring weekly status meetings and progress checks, ran smoothly and was highly organized – the entire process completing ahead of planned schedules. Perhaps most importantly, the evaluation members and their constituents felt the process was open, that they had an opportunity and voice in selecting the enterprise system of the future and that the final outcome was the one best serving the entire County's current needs while having flexibility to meet evolving future needs.

JOB ORDER CONTRACTING –JOC

NEW APPROACH TO HIGH VOLUME MAINTENANCE, REPAIR AND OPERATIONS

It was becoming increasingly clear that with all the new building activity around the \$200M+ Downtown Courthouse project and the assumption of the lead around the Health Headquarters that the Facilities team was at their limit and needed help in simultaneously conducting their more routine but high volume Maintenance, Repair and Operations (MRO) tasks.

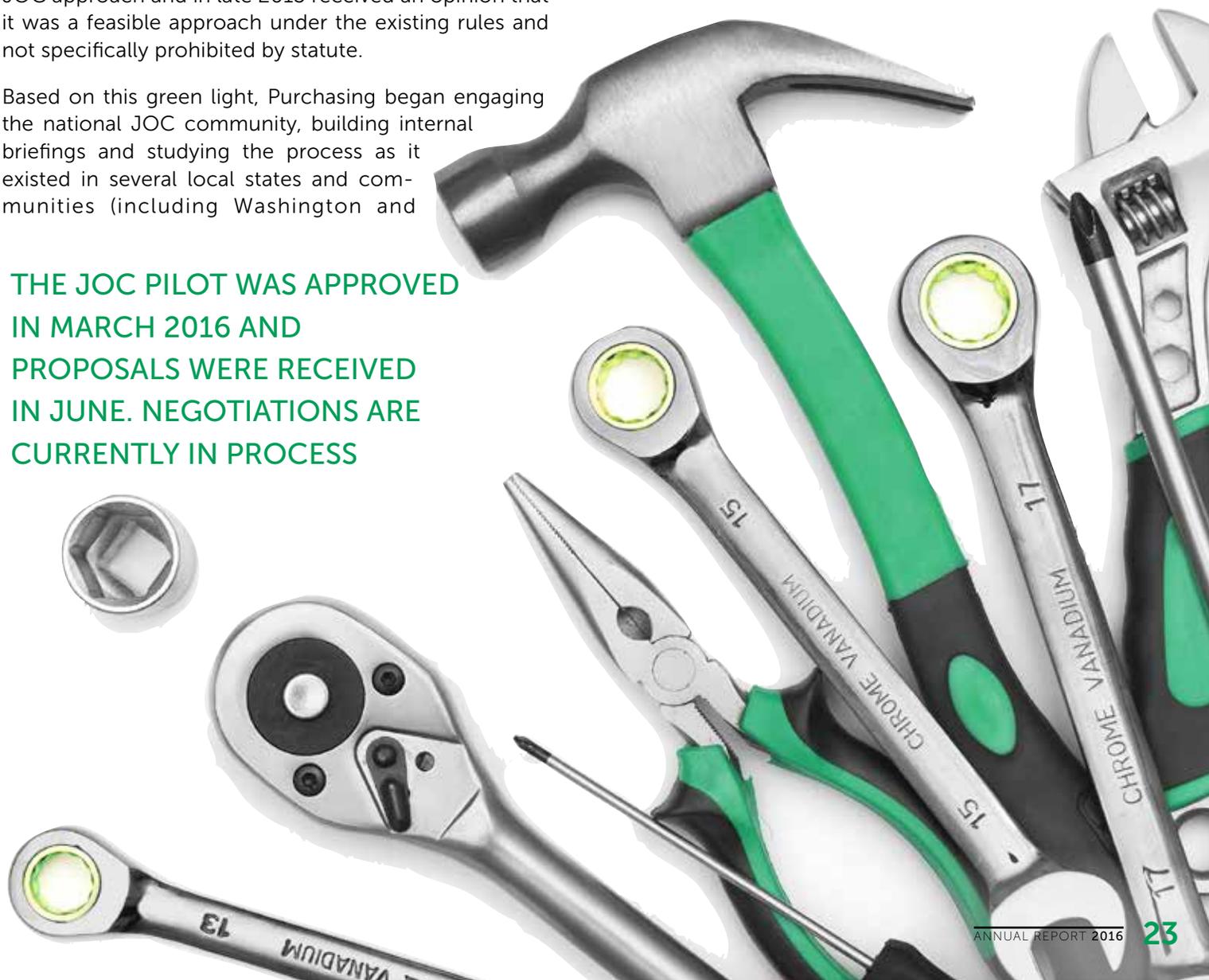
Aware of these issues, Purchasing introduced the concept of employing a Job Order Contracting (or JOC - pronounced "Jay-O-Cee") approach to address the majority of the MRO work. Several Purchasing team members have a military background and were familiar with the JOC approach which was first introduced in the 1990's and is now the primary way of doing military base MRO tasks. Purchasing initiated a dialogue with legal and the Programs, exploring the legal basis to move to a JOC approach and in late 2013 received an opinion that it was a feasible approach under the existing rules and not specifically prohibited by statute.

Based on this green light, Purchasing began engaging the national JOC community, building internal briefings and studying the process as it existed in several local states and communities (including Washington and

California). After considerable efforts to build a supportive stakeholder community, Purchasing sought Board permission to do a JOC pilot, which was granted in March 2016. This project featured two primary goals: 1. to significantly reduce low value, high volume MRO transactions required of DCA in support of Facilities and, 2. to shore up Minority, Women-Owned, and Emerging Small Business usage, which had been declining due to the increased use of cooperative arrangements for MRO tasks.

Board approval was obtained on 3/3/16 and the RFP for JOC services went out the following day. On June 1, 2016 we received four solid proposals and, after an oral interview process, selected Centennial as our first ever JOC Provider. Negotiations are currently underway.

**THE JOC PILOT WAS APPROVED
IN MARCH 2016 AND
PROPOSALS WERE RECEIVED
IN JUNE. NEGOTIATIONS ARE
CURRENTLY IN PROCESS**



SCHOOLS UNITING NEIGHBORHOODS (SUN)

A COMPLEX ACQUISITION PROCESS SERVES KIDS AND THEIR FAMILIES



After a seven year run, it was time to re-procure the Schools Uniting Neighborhoods or SUN program. SUN programs have become full service neighborhood hubs where the school and partners from across the County come together to make sure kids and their families have what they need to be successful – in school and in life. Core services of the system are designed to span a continuum of social and support services, which are culturally responsive and developmentally appropriate.

Starting in 1999 with only eight school locations, SUN has grown to span almost 70 locations and, funded through a variety of sponsors and stakeholders, is now exceeding funding of \$14M per year.

With the decision to re-procure the entire service system, the Program, drawing upon the recent experience gained through implementing the system model, released a new SUN Service System Model in November, 2015. The new Model puts forth important changes to the System's structure, service delivery approaches and allocation of resources. These changes to the system reflected a deepened commitment to equity as well as improving academic and social outcomes for students and families of color in our community. There was also the recognition that in order to provide more equitable opportunities for individual and community success, the System and the System's partners, including Multnomah County, must consider different approaches to eliminate structural barriers, which institutionalize discrimination and create roadblocks to success, resulting in disparate outcomes for people of color.

The System used a new definition of Culturally Specific services developed through a collaborative County-wide work group, led by the Multnomah County Chief Operating Officer and the Director of the Office of Diversity and Equity. Culturally Specific services/programs were defined as those that are informed by specific communities, where the majority of members/clients are reflective of that community, and use language, structures and settings familiar to the culture of the target population to create an environment of belonging and safety in which services are delivered. This was a major shift in emphasis for many of the established SUN providers and was deeply embedded throughout the complex selection process.

SUN remains the largest, most complex acquisition process undertaken by Central Purchasing due to its size and complexity – the need for multiple Evaluation Teams, many dozens of Evaluators and the significant logistics of scheduling simultaneous sessions in multiple locations. Two full-time Procurement Analysts were committed to the project full time and all four Procurement teams were assigned to oversee the critical evaluation processes in addition to their assigned workloads. Since the program changes were extensive, the Program held pre-evaluation meetings with evaluators, that offered presentations on the entire service system and training on the culturally responsive and specific service delivery by staff from the Office of Diversity and Equity.

By early March, nine Proposers had received 31 separate contract awards, including the awarding of five regions, 24 culturally specific services across six identified populations, and two County-wide services.

THIS NATIONALLY RECOGNIZED SYSTEM OF CARE WORKS TO ENSURE FAMILIES ARE HEALTHY SO THEY CAN CHAMPION AND SUPPORT THEIR CHILDREN.

THE SUN SERVICE SYSTEM COLLABORATION IS MANAGED BY MULTNOMAH COUNTY.



CORRECTIONS FOOD SERVICES

SHERIFF'S OFFICE AND CENTRAL PURCHASING WORKING TOGETHER

In the Fall of 2015 the Sheriff's Office contacted Central Purchasing about re-procuring the Correction Food Services. The current contract was due to expire on July 1, 2016. For the last 15 years, Aramark has provided the food services and the Sheriff's Office was very hopeful that we could craft a solicitation that would encourage competition – no one even made an offer against Aramark the last two times we offered a solicitation. Purchasing and the Sheriff's Office met multiple times over the preceding months, going over every aspect of the very complex food service requirements. Over the years, modern correctional food services have had to adapt to a wide variety of food preferences and needs, including providing:

- Therapeutic menus for inmates with heart issues, diabetes, and other recognized medical conditions
- Religious diets including Moslem and Hebrew restrictions, for recognized religious groups
- Disciplinary meals for inmates under special restrictions
- Contingency meals during lockdowns, riots, severe weather conditions, fire, power failures and other extreme events
- Emergency menus for occasions when the Sheriff's Office is involved in Search and Rescue, Disaster Response or other law enforcement events
- Festive meals for holidays
- Pizza service for Inverness inmate commissary purchases

In addition, the solicitation had to incorporate the most current nutrition and calorie requirements, as these standards change and evolve over time. Every aspect of the menus have to be reviewed for total fat content, cholesterol, sodium and dietary fiber as well as minimum calorie requirement, RDA vitamins and nutrients.

Recognizing that the incumbent enjoyed a competitive advantage by working in the facilities, the Sheriff worked closely with Purchasing, detailing lists of equipment, repair frequency and other "insider" information that a potential contractor would need to know and which would be known to the incumbent.

As a result of this highly cooperative and detailed partnership, Purchasing issued on behalf of the Sheriff a large, 65-page solicitation with multiple electronic attachments, inviting proposals for food services. Two proposals were received in March 2016, from the incumbent and Consolidated Food Management, a major food service company that is moving into the correctional food service industry. Although CFM's proposal ultimately was found to lack some critical pricing information, it provided a wealth of information and options that the Sheriff adopted for use in negotiations. Additionally, sensing that competition was a real possibility, Aramark provided some programmatic concessions and lower pricing in their proposal that represented a major "win" for the Sheriff, who had leverage with a new competitor in the picture.

COMPETITIVE SOLICITATION PROCESS YIELDS RESULTS





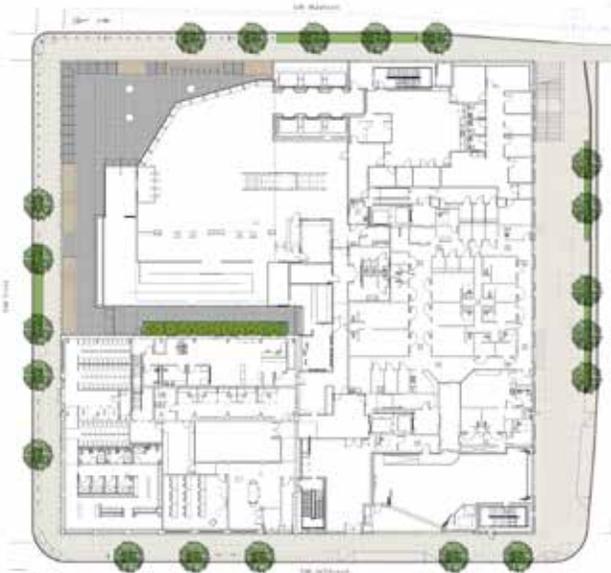
MULTNOMAH COUNTY CENTRAL COURTHOUSE

DESIGN WORK CONTINUES AND EXPECTS TO EXCEED MWESB GOALS

Work continues on the new Central Courthouse, with the design at 60 percent complete and the design team is meeting regularly with the City of Portland to facilitate permitting. This phase is anticipated to be complete in early 2017 and the major construction to start at that time.

The new 460,000 square foot Courthouse will include 44 new courtrooms, the District Attorney's Office and Public Defenders work space. Hundreds of meetings with the Circuit Court and other groups with space in the Courthouse has created a design that addresses the needs of the public using the building. One key feature is that all major public spaces, courtrooms, public service counter, jury assembly, are oriented towards views of the Willamette River and Mount Hood.

Once again, the diligence of Multnomah County to procure, design and construct this 17 story, 460,000 square foot facility at the gateway location on the west side of the Hawthorne bridge has been a tremendous effort.





The Project Management Team includes Multnomah County, DAY CPM, SRG/CGI RicciGreene and Hoffman Construction Company. All team members performed extensive outreach to create a diverse group of sub-consultants or contractors. There are more than 50 local firms currently on the project..

The project goals for MWESB participation is 15 percent or more of the contract values to be delivered by MWESB certified firms by the SRG design team. The design side of the project expects to exceed this, and continues to look for other ways to work with MWESB firms. Hoffman on the CM/GC side committed to a 20 percent or more subcontractor goal for certified firms and is in the process of adding trade contractors and subcontractors as the project proceeds and specialized firms are brought onboard. As of January 1, 2015, Service Disabled Veteran-owned businesses are being incorporated into goals. Additionally, a project labor agreement is being developed to accompany and support the achievement of project goals and County values.



MULTNOMAH COUNTY GLADYS MCCOY HEALTH DEPARTMENT HEADQUARTERS

THE MULTNOMAH COUNTY HEALTH
DEPARTMENT SERVES ALL 748,000
COUNTY RESIDENTS



For over a decade, Multnomah County has sought opportunities to vacate the McCoy Building and relocate the Health Department (MCHD) to a facility that can flexibly accommodate a centralized headquarters and specialized services. The County has determined that the McCoy Building does not adequately meet its current and future operational needs, as it is in poor condition, was not originally designed to accommodate its current functions, and would require significant investment in upcoming years. The Block “U” project site provides a favorable location and significant financial assistance due to \$36.4M in River District Tax Increment Funding along with the agreement to acquire the land at no cost from the City of Portland’s Housing Bureau.

The proposed building is a new headquarters facility for the Multnomah County Health Department. It is an approximately 157,000 gross square foot, nine-story structure located on Block U in the Old Town-Chinatown neighborhood. One of Multnomah County’s primary goals for the project is to build an “80-year building”, which means that the building must be flexible, adaptable and durable. Also, the building must be designed to possess a certain degree of timelessness, and respect for its future urban context. The building is structured in a similar way as many of the historic and enduring masonry warehouse buildings in the district. The building is organized by a simple square 32’-wide column grid for flexibility, floor-to-floor heights that allow systems to be changed out with time, and durable exterior materials and regular patterned window openings that anticipate and support reconfigurations of the interior spaces.

The building will also support the County’s commitment to sustainability through LEED Gold certification. The project aims to include high-performing mechanical systems, exterior sunshading and daylighting strategies, water efficient plumbing, storm-water filtration, and an extensive eco-roof among other features.

During this year, the Project Management Team (PMT), which includes the County Health Department, the County Facilities & Property Management, Shiels Oblatz Johnsen, ZGF Architects and JE Dunn Construction, completed all design phases and will soon complete construction documents. The PMT is committed to delivering to the County a new facility guided by the established goals and objectives, at the lowest practical cost, and on schedule.

The project budget estimate including hard construction and soft costs, is a range of \$85M to \$95M. The preliminary project schedule targets the start of construction in early 2017, with completion and move-in early in 2019.



THE CURRENT HEALTH DEPT. HQ IN THE MCCOY BUILDING WAS **BUILT IN 1923**

APPX. **500 HEALTH PROFESSIONALS** WILL REPORT TO WORK IN THE NEW HQ

THE NEW HQ FEATURES **157,000± SQ. FT.** OF OFFICE, CLINICAL, LAB & PHARMACY SPACE



THE BUILDING WILL HAVE A **LEED GOLD RATING**

THE COUNTY IS SEEKING HIGH LEVEL OF PARTICIPATION FROM MWESBs WITH A GOAL OF **20%** OF THE VALUE OF CONSTRUCTION, AND **20%** OF THE TOTAL DESIGN FEE



20% WOMEN & MINORITY APPRENTICES GOAL

20% APPRENTICE WORKFORCE GOAL IN ALIGNMENT WITH THE COUNTY'S WORKFORCE TRAINING & HIRING PROGRAM REQUIREMENTS

PERFORMANCE MEASURES



During the last year, Central Purchasing staff supported departments to purchase goods and services across a broad range of categories such as construction, health and human services, materials, professional services, and non-professional services.

In FY2016, the largest percentage of dollars awarded on County contracts was for services other than construction, at more than 89 percent of total. Construction this year represented 11 percent; health and human services approximately 57 percent; materials represented approximately 1 percent; and non-professional services represented over 3 percent of dollars awarded. By comparison, the County awarded just over 57 percent of all contract dollars in 2015 to health and human services and professional services. Construction contracts represented just over 31 percent, while materials and non-professional services were awarded at just over 7 percent and 15 percent of dollars awarded, respectively.

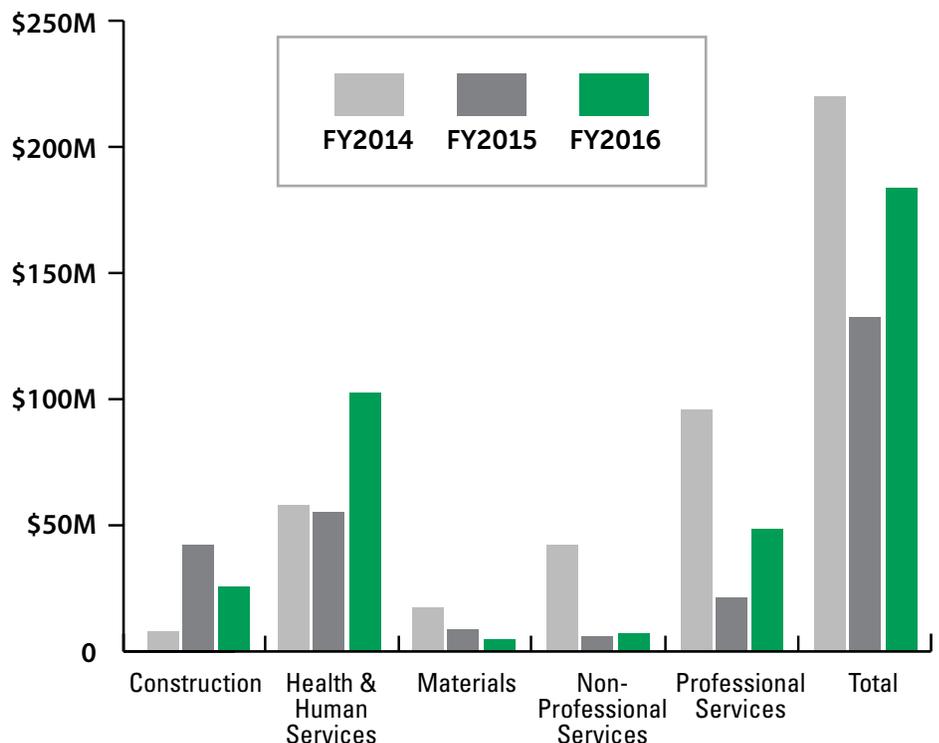
The charts on the following pages have organized contracts into three main categories:

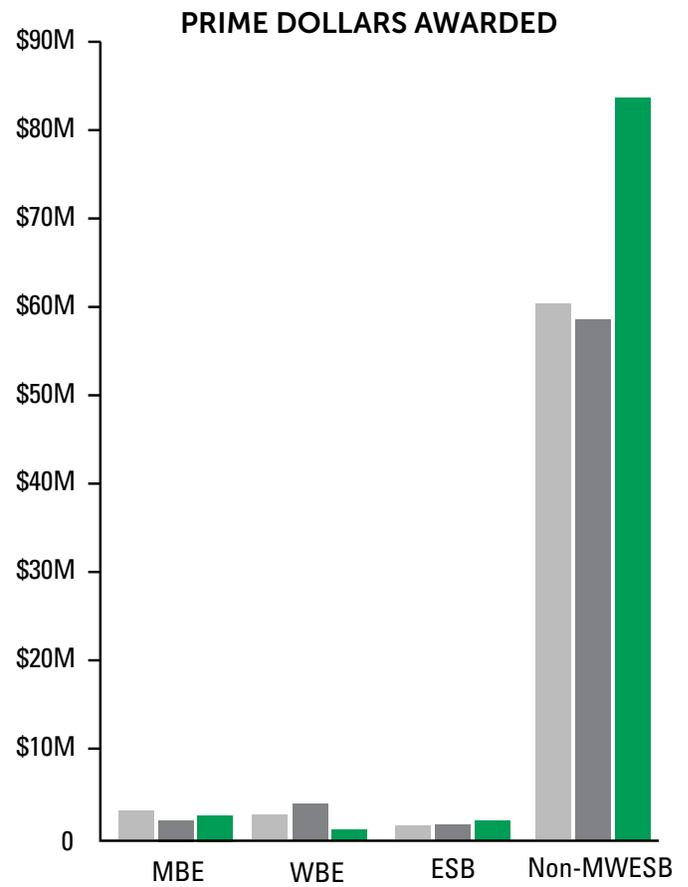
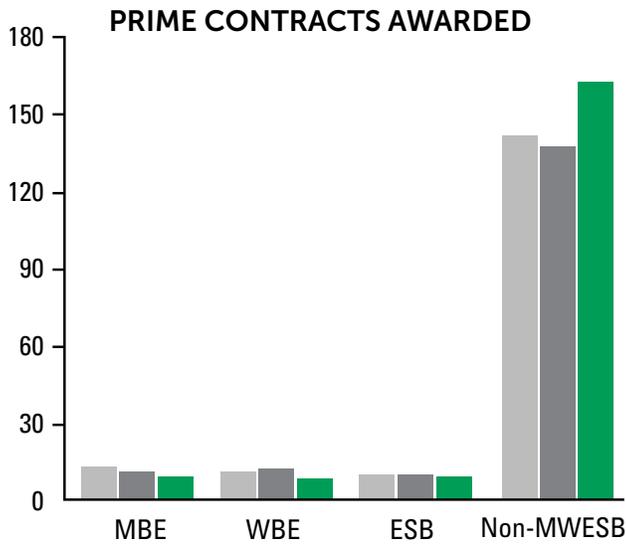
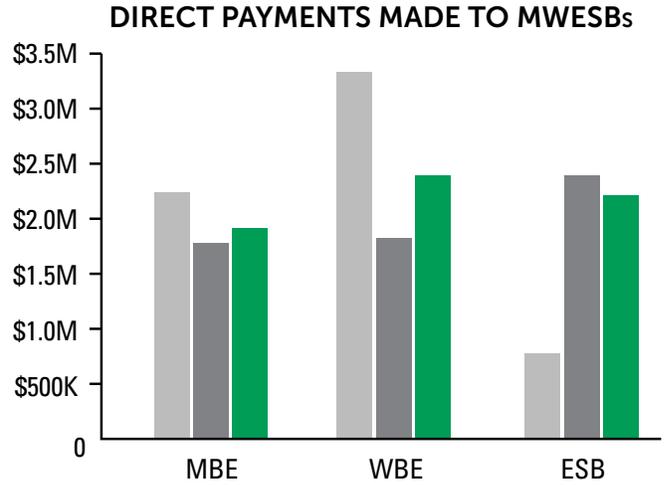
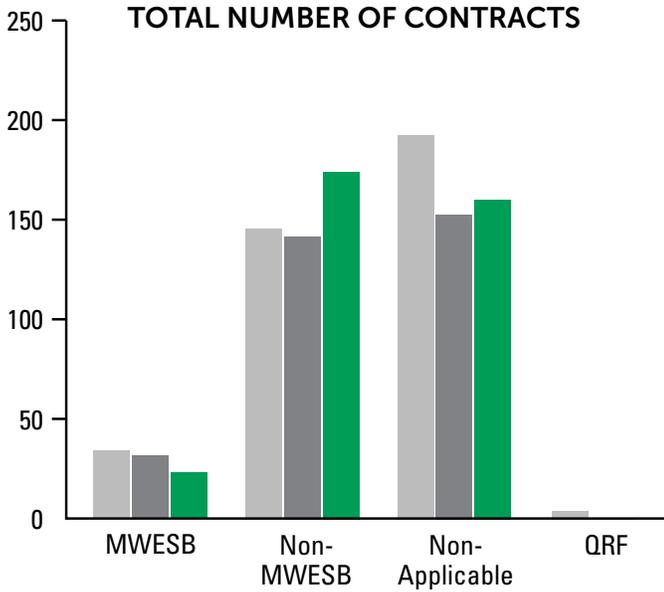
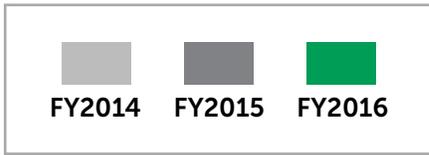
MWESB & Non-MWESB Awards: These are subdivided into Minority Business Enterprises, Women Business Enterprises, and Emerging Small Businesses (MWESBs) and Non-MWESB.

Non-Applicable Awards: Vendors in this category are either ineligible for MWESB certification, or they chose not to apply for that status. They may be government agencies, non-profits, or other non-governmental organizations such as utilities.

QRF Contract Awards: Vendors who are Qualified Rehabilitation Facilities under the State of Oregon Product of Disabled Law (ORS 279.835-279.855).

DOLLARS AWARDED BY CATEGORY







TOTAL PAYMENTS TO MWESB FIRMS

TYPE	\$ PAID	PERCENT OF TOTAL PAID	# OF VENDORS	PERCENT OF TOTAL # OF VENDORS
FY2016				
MBE	\$1,868,069.78	28.77	20	23.81
WBE	\$2,410,967.61	37.13	33	39.29
ESB	\$2,214,450.19	34.10	31	36.90
TOTAL	\$6,493,487.58		84	
FY2015				
MBE	\$1,717,987.50	29.30	19	24.68
WBE	\$1,750,423.50	29.85	31	40.26
ESB	\$2,394,989.74	40.85	27	35.06
TOTAL	\$5,863,400.74		77	
FY2014				
MBE	\$2,236,656.53	35.27	32	35.16
WBE	\$3,331,493.66	52.53	28	30.77
ESB	\$773,406.71	12.20	31	34.07
TOTAL	\$6,341,556.90		91	

NON-APPLICABLE AWARDS

YEAR	# OF CONTRACTS	\$ AWARDED
FY2016	159	\$97,463,139.01
FY2015	153	\$67,077,308.58
FY2014	191	\$133,938,422.98

QRF CONTRACT AWARDS

YEAR	# OF CONTRACTS	\$ AWARDED
FY2016	0	\$0
FY2015	0	\$0
FY2014	3	\$20,573,027.47

TOTAL AWARDS – MWESB, NON-MWESB, NON-APPLICABLE AND QRF

YEAR	# OF CONTRACTS	\$ AWARDED
FY2016	354	\$184,539,832.72
FY2015	325	\$132,583,870.06
FY2014	371	\$220,389,020.67

PCRB AND ORS REPORTING FY2016

Procurement Reporting: This part of the report contains information pursuant to the following Public Contract Review Board (PCRB) Rules:

Section 20-0025(1)(d)

A listing of solicitations awarded through the solicitation process to contractors who did not score the highest evaluation or have the lowest responsive bid. **None received during FY2016.**

Section 20-0025(1)(e)

A listing of contracts exceeding the dollar limit set forth in Rule 47-0270 (1), 49-0160 (1) as well as Formal personal services contracts governed by Administrative Procedure PUR-1 for which only one bid or proposal was received. For FY 16 a total of 8 were received:

- 4-4162 Military Veterans & Teen Suicide Prevention (Lines for Life)
- 4-4325 Sheriff's Boat House on the Willamette (2KG)
- 4-4516 Door-to-Door Transportation for Seniors & Persons with Disabilities (Ride Connection)
- 4-4517 Housing & Support Services (Janus Youth Services)
- 4-4519 Runaway Youth Services (Janus Youth Services)
- 4-4665 Mental Health Consultation (Balance Center)
- 4-4672 African American Behavioral Health Coordination (African American Behavior Health & Addictions Treatment Coalition)
- 4-4689 Supportive Employment & Occupational Therapist (Therapia Staffing)

Contracts Summary

The following information is pursuant to PCRB rules 20-0025 (a) & (c), which required an index of contracts, contract price, and contractors, as well as a summary of contract totals by County Departments for the prior and current year.

In FY2016, Multnomah County awarded contracts totaling \$184,539,832.72. The awarded amounts represent the total value of all contracts that have a start date between 7/1/2015 and 6/30/2016. The nature of multi-year contracts can cause awarded amounts to vary considerably from one fiscal year to the next. The following table summarizes these totals by County Department for FY2016.

CONTRACT SUMMARY BY DEPARTMENT

DEPARTMENT	FY2016 AWARDED AMOUNT	FY2015 AWARDED AMOUNT	FY2014 AWARDED AMOUNT
COMMUNITY JUSTICE	\$11,268,305.32	\$13,486,499.37	\$59,848,443.43
COMMUNITY SERVICES	\$45,322,102.81	\$3,226,510.41	\$7,854,193.37
COUNTY ASSETS	\$5,005,482.63	\$50,391,546.45	\$10,144,367.67
COUNTY HUMAN SERVICES	\$15,835,598.49	\$22,094,763.10	\$41,840,800.31
COUNTY MANAGEMENT	\$21,287,154.26	\$21,517,163.23	\$81,627,685.45
DISTRICT ATTORNEY	\$2,197,368.00	\$18,069.87	\$1,659,952.88
HEALTH	\$79,402,263.66	\$20,205,323.44	\$10,977,056.00
LIBRARY	\$957,294.55	\$150,000.00	\$51,600.00
NON-DEPARTMENTAL	\$2,377,099.00	\$1,210,094.19	\$44,200.00
SHERIFF'S OFFICE	\$887,164.00	\$283,900.00	\$6,340,721.56
TOTALS	\$184,539,832.72	\$132,583,870.06	\$220,389,020.67



APPENDIX
1

2016 CONTRACT AWARDS TO MWESB VENDORS AND QRF FIRMS

CONTRACT #	VENDOR NAME	\$ AMOUNT	CERTIFICATION
4400002052	B AYRES PLUMBING & CONTRACTING INC	\$50,000.00	ESB
4400002315	FINISHING TOUCH LLC	\$11,796.63	ESB
4400002522	GRESHAM DOOR & CABINET INC	\$150,000.00	ESB
4400001916	LINGUAVA INTERPRETERS	\$1,000,000.00	ESB
4400002468	OMNI INTERIORS INC	\$8,500.00	ESB
4400002705	STEVE HAVELKA SOFTWARE LLC	\$3,000.00\$	ESB
4400002621	STRUCTURAL WATERPROOFING CONSULTANT	\$100,000.00	ESB
4400002723	COLAS CONSTRUCTION INC	\$946,987.00	MBE
4400002724	COLAS CONSTRUCTION INC	\$600,000.00	MBE
4400002695	DIRT & AGGREGATE INTERCHANGE INC	\$99,213.24	MBE
4400002051	ENERGY COMFORT & CONSTRUCTION LLC	\$50,000.00	MBE
4400002374	MCDONALD EXCAVATING INC	\$29,690.19	MBE
4400001992	OMBU INC	\$250,000.00	MBE
4400002484	VINCE BUILDING MAINTENANCE LLC	\$50,000.00	MBE
4400002497	WE RISE LLC	\$204,000.00	MBE
		0.00	QRF
4400002104	BRINK COMMUNICATIONS LLC	\$54,518.31	WBE
4400002160	COATES KOKES	\$30,000.00	WBE
4400002546	COLLABORATIVE VISION LLC	\$150,000.00	WBE
4400002011	EPIC LAND SOLUTIONS INC	\$90,306.00	WBE
4400002508	LAUZON CONTRACTING LLC	\$80,000.00	WBE
4400002731	MERRYMAN BARNES ARCHITECTS INC	\$90,000.00	WBE
4400002094	ROGERS PAINTING LLC	\$20,935.00	WBE
TOTAL		\$4,068,946.37	

FY16 DIRECT PAYMENTS MADE TO MWESB VENDORS

VENDOR #	VENDOR NAME	\$ AMOUNT	CERTIFICATION
62208	ACCENT PAINTING	147,379.00	ESB
10579	ACCESS SERVICES NORTHWEST	20,587.50	WBE
65743	ANGELO PLANNING GROUP INC	226,969.28	WBE
61094	B AYRES PLUMBING & CONTRACTING INC	7,579.50	ESB
53247	BARBIER INTERNATIONAL INC	17,734.38	MBE
49842	BIO-MED TESTING SERVICE INC	4,796.00	WBE
65295	BLACKBURN & ALLEN INC	47,443.59	ESB
52795	BLAZING STITCHES LLC	4,540.02	ESB
63376	BRINK COMMUNICATIONS LLC	13,042.08	WBE
62410	BUDS EXPERT TREE CARE INC	665.00	ESB
28038	CAMPAGRAPHS INC	4,106.00	MBE
63248	CLEAN SERVICES NORTHWEST	14,588.00	ESB
63158	COATES KOKES	32,065.00	WBE
64067	COLLABORATIVE VISION LLC	30,527.00	WBE
22884	COMPASS COMPUTING GROUP INC	388,157.99	ESB
60711	CRITICAL CARE BIORECOVERY LLC	19,785.00	WBE
22297	DIRT & AGGREGATE INTERCHANGE INC	1,777.78	MBE
58153	DONKIN CONSTRUCTION COMPANY	693,661.48	ESB
55168	ENERGY COMFORT & CONSTRUCTION LLC	912,307.23	MBE
54334	ENSOFTEK INC	252,513.65	MBE
57210	EPIC LAND SOLUTIONS INC	44,699.75	WBE
46691	EXCEL GLOVES & SAFETY SUPPLIES INC	96,084.78	MBE
63998	EXTREME PRODUCTS	35,575.69	MBE
60257	FIELDS PARTNERS INC	1,378.13	WBE
67316	FINISHING TOUCH LLC	11,796.63	ESB
58833	FLANNEL THOMAS	508.35	MBE
42867	FOX ARCHITECTURAL SIGNS INC	238.00	WBE
66101	GOVERNMENT PORTFOLIO ADVISORS LLC	115,000.00	WBE
63300	GREEN ENERGY SOLUTIONS INC	174,018.10	ESB
63301	GREEN HORIZON WEATHERIZATION LLC	2,080.25	ESB
50518	GREEN TRANSPORTATION COMPANY LLC	25,504.09	MBE
65448	GRESHAM DOOR & CABINET INC	57,925.46	ESB
60158	GROUP AGB LIMITED	27,916.50	MBE
65962	GROW CONSTRUCTION LLC	78,062.70	ESB
65799	HARMON RUTH N	2,800.00	WBE
21820	HARRIS WORKSYSTEMS INC	358,507.10	WBE
66375	HENLEY JOHN V	62,150.00	ESB
65407	HINRICHS PROUDFOOT & SKOV INC	880.00	ESB
61022	HODAI ENGINEERING INC	660.00	ESB



FY16 DIRECT PAYMENTS MADE TO MWESB VENDORS (CONTINUED)

VENDOR #	VENDOR NAME	\$ AMOUNT	CERTIFICATION
66542	INNERWORK PORTLAND	6,220.00	WBE
65108	INNOVATIVE GROWTH SOLUTIONS LLC	6,410.00	WBE
58014	JAMA SOFTWARE INC	5,309.48	ESB
57946	JAMES E HARRIS MD LLC	9,460.00	ESB
56254	JUST IN TIME TRAINING	18,059.00	WBE
50970	KRISTIN LENSEN CONSULTING	122,838.07	MBE
10328	LATTE NO SUGAR CO	16,540.68	WBE
62008	LINGUAVA INTERPRETERS	211,404.09	ESB
28101	MARCO IDEAS UNLIMITED	20,202.18	WBE
15716	MARTIN ERIC	40.00	ESB
67465	MCDONALD EXCAVATING INC	29,594.19	MBE
20289	MESHER SUPPLY COMPANY	4,505.55	WBE
59936	MSD CONSTRUCTION LLC	31,171.46	MBE
53351	NORTH STAR FACILITATORS	28,630.00	WBE
56627	NORTHWEST ELECTRICAL CONTRACTORS CO	21,244.57	ESB
65069	NORTHWEST GEOTECHNICAL CONSULTANTS	6,989.54	MBE
60289	NORTHWEST SCAFFOLD SERVICE INC	1,550.00	ESB
59317	NORTHWEST TECHREP INC	40,624.88	ESB
64646	NWR CONSTRUCTION LLC	19,535.00	ESB
66117	OMBU INC	26,527.50	MBE
24491	OMEGA FUNERAL & CREMATION SERVICE	21,045.00	WBE
53142	OMNI INTERIORS INC	19,921.28	ESB





FY16 DIRECT PAYMENTS MADE TO MWESB VENDORS (CONTINUED)

VENDOR #	VENDOR NAME	\$ AMOUNT	CERTIFICATION
28854	PACIFIC WINDOW TINTING INC	21,814.52	WBE
46135	PACIFICMARK CONSTRUCTION	256,113.75	MBE
63261	PASSPORT TO LANGUAGES INC	1,141,201.87	WBE
66441	PEST SOLUTIONS LLC	73,080.00	ESB
10009	PORTLAND OBSERVER INC	5,870.00	WBE
50337	PROFESSIONAL MINORITY GROUP INC	2,970.00	MBE
28203	PROMOTIONAL CONCEPTS	529.62	MBE
56071	RIVER CITY GLASS & WINDOW INC	13,669.22	ESB
66080	ROBINSON AND ASSOCIATES CONSULTING	9,623.03	WBE
65764	ROGERS PAINTING LLC	21,672.00	WBE
10701	ROSE CITY CONTRACTING INC	77,232.95	ESB
52447	SCHILLER GRAPHICS CORPORATION	24,957.09	WBE
58797	SMILEY JOE LLC	18,300.00	ESB
66484	STEIN BEVERLY	9,975.00	WBE
68046	STEVE HAVELKA SOFTWARE LLC	3,000.00	ESB
47345	STRYKER CONSTRUCTION LLC	8,491.00	ESB
10612	T A RUSSO CONSULTING	20,067.50	WBE
24220	TEAM HR LLC	1,000.00	WBE
24601	TRIAD TECHNOLOGY GROUP INC	4,005.00	MBE
20377	TRI-STAR DETENTION INC	9,984.35	WBE
42257	UNITED PIPE BENDING & FABRICATION I	225.00	WBE
54339	VANDERHOEWEN & ASSOCIATES INC	152,570.00	WBE
62887	VINCE BUILDING MAINTENANCE LLC	13,302.20	MBE
TOTALS		\$6,493,487.58	

APPENDIX 3



DEFINITIONS

Emerging Small Business (ESB) Emerging Small Business (ESB) certification applies to firms that meet the following criteria:

- Principal place of business located in Oregon
- Average annual gross receipts over the past three years not exceeding \$1 million for construction companies and \$300,000 for all other businesses
- Fewer than 20 employees
- Properly licensed and legally registered in Oregon

For more information on criteria for becoming ESB certified with the State of Oregon, check with the COBID website at: <http://www.oregon4biz.com/How-We-Can-Help/COBID/>.

Formal Procurement Formal procurements are those with a value exceeding \$150,000. They are described in Appendix 5 Competitive Threshold Guide.

Informal Procurement Informal procurements have a value between \$10,000 and \$150,000. They are described in Appendix 5 Competitive Threshold Guide.

Minority Business Enterprise (MBE) & Women-Owned Business Enterprises (WBE) Certification given by the State of Oregon to a Minority Business Enterprise (MBE) or a Women-Owned Business Enterprise (WBE) pursuant to ORS 200.055:

- **Ownership** – minority or woman interest must own at least 51 percent of the business
- **Independence** – the minority or woman-owned firm must not be inextricably associated or dependent upon a non-disadvantaged firm or individual(s)
- **Control** – minority or woman interest must have managerial and operational control over all aspects of the business
- **Contribution of capital by minority or woman owners** – one or more minority or woman business owners must

have made a real and substantial contribution of capital or expertise to the business, commensurate with their ownership interest

- **Business Size** – firms must not exceed the size standards as defined by the North American Industry Classification System (NAICS) Codes

For more information on criteria for becoming MBE or WBE certified with the State of Oregon, check with the OMWESB website at: www.oregon4biz.com/Grow-Your-Business/Business-services/MinorityOwned-Business-Certification/.

Non-Applicable Vendors that include other government agencies, non-profit organizations and utilities. All other vendors are considered MWESB eligible.

Non-MWESB Non-MWESB vendors include firms who are eligible to be certified as MWESB firms in accordance with definitions contained in this appendix, but have not chosen to be certified.

Non-Profit Organizations Non-profit organizations are agencies registered with the State of Oregon's Corporation Division for the purpose of public benefit. www.filinginoregon.com/pages/business_registry/nonprofit.html

Public Contract Review Board The Public Contract Review Board (PCRB) is represented by the Multnomah County Board of Commissioners acting as the local contract review board pursuant to ORS279.A.060.

Qualified Rehabilitation Facility (QRF) Qualified Rehabilitation Facility (QRF) is an activity center or rehabilitation facility, certified as a community rehabilitation program or as a vocational service provider through the State of Oregon's Department of Human Services, as determined by the State Procurement Office. <http://oregon.gov/DAS/SSD/SPO/qrf-menu.shtml>

COMPETITIVE PROCUREMENT THRESHOLDS — QUICK GUIDE

THRESHOLD	RULE SET	TITLE (IF ANY)	COMPETITION REQUIRED
\$10,000 or less	PCRB 47-0265	Small Procurement	No – quotes where practicable
\$10,000 or less	PCRB 49-0160(4) Construction	No Title	No – quotes where practicable
Over \$10,000 and less than or equal to \$75,000	PCRB 49-0160 Construction	Informal Quotes for Public Improvements	Yes – informal quotes
Over \$10,000 and less than or equal to \$75,000	PCRB 49-0160 Transportation	Informal Quotes for highways, bridges and other transportation	Yes – informal quotes
\$10,000 or less Per Division, Per Vendor, Per Fiscal Year	PCRB 47-0265 Goods & Services FIN-16	Direct Pay, LPO	No
Over \$10,000 and less than or equal to \$75,000, Per Division	PUR-1 V PCRB 47-0270	Contractor Selection Oral Quote	Yes – informal request for proposals
Over \$10,000 and less than or equal to \$150,000	PCRB 47-0270 Goods & Services	Intermediate Procurement	Yes – informal price quotes or competitive proposal quotes
Over \$75,000 and less than or equal to \$150,000	PUR-1 V	Intermediate Procurement Written/Request for Intermediate Proposal (RIP)	Yes
\$10,000 or less	PCRB 48-0200 A&E Related Services	Direct Appointment	To the extent practicable
Over \$10,000 and less than or equal to \$150,000	PCRB 48-0210(2) A&E Related Services	Informal Selection	Yes – informal proposals
Over \$75,000	PCRB 49-0200 PCRB 49-0620 PCRB 49-0650	Invitations to Bid, *Alternative Contracting Methods – Contact Purchasing to Discuss	Yes – formal bids *ALL require Board exemption
Over \$150,000 Per Division, Per Vendor, Per Fiscal Year	PUR-1 VI	Request for Proposal (RFP) and Request for Programmatic Qualifications (RFPQ)	Yes – formal RFP or RFPQ
Over \$150,000	PCRB 47-various	Competitive, sealed bids or proposals, competitive-range and multi-tiered proposals. Goods & Non-Personal Services	Yes – formal bids and RFPs
Over \$150,000	PCRB 48-0220 Architects, etc.	Formal selection procedure	Yes – formal request for qualification to RFP, or direct to RFP

** County practice, not required by rule.*

APPENDIX 4



CONTRACTS AWARDED

A list of all the County's contracts awarded in FY2016 can be found at:

www.multcopurch.org

