

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorization to execute an Interlocal Agreement amendment with eCityGov Alliance
DEPARTMENT:	Finance
PRESENTED BY:	Debbie Tarry, Finance Director Cathy Robinson, Purchasing Officer Robert Beem, Community Services Manager

PROBLEM/ISSUE STATEMENT

Staff is requesting that Council authorize the City Manager to execute an interlocal agreement amendment with eCityGov Alliance to establish two additional product lines for City of Shoreline participation within the eCityGov Alliance: 1). Purchasing Portal: the use of shared rosters and cooperative purchasing, and 2) Human Services Portal: provision of online application, contracting and reporting.

BACKGROUND

Purchasing Portal

A Small Works Roster process is a streamlined way to procure public works projects that have a cost of less than \$200,000. An Architects and Engineering (A&E) Roster is a streamlined way to procure architects and engineering services under \$50,000. The City of Shoreline's adopted purchasing policies establishes Small Works and A&E roster systems. These policies are in conformance with State Law that actually governs the requirements for such bid limits and rosters.

A Shared Roster is a centralized location for rosters used by multiple jurisdictions. Participating in shared rosters allows a larger competitive vendor pool to draw from, which may result in lower bid prices. It also provides an easier, one stop process for vendors to participate. Participating in Shared Rosters allows the City of Shoreline to save money in advertising costs and costs associated with maintaining our own individual rosters.

With the approval of the City Council, the City of Shoreline began participating in the Shared Small Works Roster program administered by the City of Lynnwood in 2003 and in 2005, the City began participating in the Shared Architects and Engineers Roster (A&E Roster). The shared rosters administered by the City of Lynnwood were very successful among both participating agencies and vendors.

There was no charge to the City for participating in these shared roster programs.

In June, the City of Lynnwood announced that they will no longer be able to support these rosters and the rosters will now be administered by the Municipal Research Services Center (MRSC). MRSC notified the City of Shoreline that an annual fee of \$750 would be charged for continued participation in the shared rosters. (Contractors and consultants will also be charged a fee for being registered on the rosters, but the amount of their fees has not yet been determined.) MRSC has also indicated that it intends to continue only focusing on the rosters relevant to contracting for public works projects.

eCityGov Alliance was established from a regional e-government (electronic-government internet based services) strategic planning forum. The goal of the forum was to provide technical help and ideas for each of the participating cities as they developed individual e-government strategic plans. One of the outcomes was a clear alignment of issues and needs revolving around internet services. A subgroup of cities formed a regional partnership to continue to work together on internet based services. The City of Shoreline currently subscribes to the eCityGov Alliance NWMaps.net for our GIS information. In response to the announcement by the City of Lynnwood and MRSC, purchasing staff from the cities of Bellevue, Kirkland and Shoreline saw an opportunity to expand the use of the shared rosters by working with the eCityGov Alliance to create a Purchasing Portal.

In addition to the Small Works and A&E rosters, the Purchasing Portal will initially include a vendor registration system and Professional Services and General Services roster system.

It is envisioned that the Purchasing Portal will be further enhanced to facilitate cooperative purchasing by allowing participating cities and special districts to share access to competitively bid contracts. Additionally, the Purchasing Portal can serve as a tool for economic development. Suppliers, contractors and consultants will be able to register at one website to have access to business opportunities with all eCityGov Alliance partners and a number of subscribing cities and special districts. (There are no plans to charge suppliers, contractors or consultants to participate).

While MRSC will primarily be marketing their shared roster to smaller towns and special districts, the eCityGov Alliance will be marketing the Purchasing Portal to medium and larger sized cities and special districts with a need for more elaborate and all encompassing systems.

The City of Bellevue currently has very sophisticated Small Works Roster and Architects and Engineers Roster systems in place. In addition, they have a

vendor registration system and Professional Services and General Services roster systems.

The eCityGov Alliance will purchase the City of Bellevue's roster systems for use by alliance partner cities and participating subscriber cities. (The City of Shoreline is a subscriber city.) The total cost of the applications is \$50,000. This purchase will be amortized over five (5) years among the partner cities. While the final amount of the ongoing fee, to both partner cities and subscriber cities, has not been determined, the most recent estimate for the City of Shoreline is \$3,000 per year beginning in 2008.

The cost of the Purchasing Portal has been budgeted for 2008 within the Purchasing Division budget.

Human Services Portal

The City of Shoreline participates in a collaborative group called the North and East Funders (N/E Funders) that brings together Human Services Staff from other north and east King County funders. The membership includes: Shoreline, Bellevue, Bothell, Issaquah, Kenmore, Kirkland, Sammamish, Redmond and Woodinville. The N/E Funders Groups works together on common issues affecting local human services providers. One major area of focus is to reduce the amount of duplicative reporting that an agency or program must provide to each of the member cities. To that end the N/E Funders group has worked to provide a common application process and common reporting forms.

In 2002, the N/E Funders Group continued to work to reduce the reporting burden on agencies by providing an opportunity for certain well-performing programs to participate in a "Pooled Funding" process. To further the practice of streamlining funding activities for agencies, the NE Funders began to combine contracting activities among participating cities. It was decided to choose programs that were regularly funded by a majority of the NE Funders; were receptive to being a part of the pilot project; and had a positive history of providing timely reimbursement vouchers and performance reports.

The project allows the human service agencies to work under one contract, versus seven. The City of Bellevue oversees the contracts with the agencies. In terms of local city control over the project, each participating city receives quarterly performance measure reports and are able to approve (or not approve) payment for services provided to their citizens. In this way, cities do not lose any reporting or oversight capacity for the program. The first year of "Pooled Funding" had 7 programs participating and by 2007 that number has risen to 20 programs. The process has been well received by the programs and agencies participating.

Because of the success of this "Pooled Funding" program, the N/E Funders continued to look for ways to reduce the burden on agencies, while retaining all

contracting and reporting requirements and oversight. The Human Services Portal, as established by the eCityGov Alliance, will provide additional streamlining capacity for the N/E Funders' agencies.

Currently, agency staff must enter performance data into Excel spreadsheets and then submit them to the cities for review. Most cities (including Shoreline) then reenter the data into another spreadsheet or database for further reporting and analysis. The Human Services Portal will provide web-based reporting and contracting, further reducing the burden on both agency and city staff. Additionally, the Human Services Portal will be available to all funded agencies, not only those "Pooled Funding" agencies. Here are additional components to be available through the Human Services Portal:

- Secure, central portal for on-line management of human service RFP's
- On-line management and coordination of master contracts
- Private human service manager communications portal
- Project team documents and communications
- Secure document library
- Service provider profile; one-stop registration for multiple agencies
- On-line provider performance reporting
- On-line RFP and submittal process
- On-line agency performance reporting

The cost of the project is being amortized for the participating cities based on population figures. Shoreline's portion of the cost is estimated to be \$6,000 for 2008 and will be absorbed within the Community Services Division's 2008 proposed budget.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an amendment to the City's interlocal agreement with eCityGov Alliance to establish two additional product lines for City of Shoreline participation: 1). Purchasing Portal: the use of shared rosters and cooperative purchasing, and 2) Human Services Portal: provision of online application, contracting and reporting.

Approved By: City Manager  City Attorney _____