

FY23 CITY-WIDE CONTRACTS AND PROCUREMENT MANAGEMENT SYSTEM CIP APPROPRIATION



Kalpana Pillai, Assistant Director – Enterprise
Resource Planning, Houston IT Services

Jedediah Greenfield, Chief Procurement
Officer, Finance

Summer Xiao, Deputy CIO – Enterprise
Applications/PMO, Houston IT Services

March 2, 2023



COUNCIL ACTION SUMMARY

Council Action Request	CIP Appropriation
<p>Purpose</p>	<p>To appropriate funds from Capital Contribution Project Fund (4515).</p> <p>Appropriating these funds will allow the City to proceed with the Procurement and Contract Management System Implementation project that will provide a comprehensive contract and procurement solution to improve the effectiveness of administering the City's contracts, procurement business processes, and invoice payments.</p> <p>This implementation offers the City the opportunity to replace multiple applications and internally developed software with a sustainable cloud-based solution that will provide operational efficiencies.</p>
<p>Total Appropriations Requested</p>	<p>\$1,250,000</p>
<p>Primary Department Users</p>	<p>All City Departments</p>
<p>MWBE</p>	<p>24% for Professional Services under Managed Applications Services Contract (current contract is meeting participation goal)</p>



System Overview

Procurement and Contract Management System Overview:

- This procurement and contract management system is a best-in-class software solution for managing source-to-pay activities and provides access to the vendor's business network of over 4 million companies to digitally automate business processes.

System Modules and Components:

- Supplier Lifecycle Performance (SLP) - Vendor Onboarding
- Vendor Business Network - Vendor Workspace for City Interactions
- Sourcing - Solicitation Space (this will replace the City's current eBid system)
- Contracting - Contract Life Cycle Management
- Commerce Automation - Enable electronic purchase order (PO) and invoices for vendors on the business network, reducing manual processing.



Project Advantages and Benefits

Advantages

- Reduce risk of dependency on legacy application (eBid) for critical business operations such as RFP advertisement.
- Streamline procurement and contract management systems to increase efficiency and compliance with automated workflows.
- Improve operations, decision making and transparency through increased data points and business self service reporting.

Benefits

- Convenience (City & Public)
- Saving time (City)
- Durability (City & Public)

Project Schedule



Project Planning Timeline

- Initial discussions with TTI on major ERP (Enterprise Resource Planning) system projects in October 2020
- Completed software purchase in December 2020
- Completed system assessment and initial design in December 2022
- Appropriations will fund design finalization and implementation planned to end late 2023

Estimated Project Implementation Schedule

- Planned start – March 13th, 2023
- Estimated project implementation duration – 33 weeks
- Planned go live – September 25, 2023





Q&A

