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CLERK OF THE CITY CLERK  
OAKLAND  
2019 MAY -2 PM 3:49

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Katano Kasaine  
Director of Finance

**SUBJECT:** InnoFin Solutions LLC Professional  
Services Contract

**DATE:** May 1, 2019

City Administrator Approval:

Date:

5/2/19

## RECOMMENDATION

**Staff Recommends That The City Council Adopt A Resolution:**

**Waiving the Competitive Solicitation Process For The Purchase Of Professional Services For The Ongoing Support For Budget Implementation, Budget System Operations And Maintenance For The Oracle Planning & Budgeting Cloud Service ("PBCS"); And**

**Authorizing The City Administrator To Extend The Contract For Professional Services Agreement With InnoFin Solutions LLC To Provide Ongoing Support For Budget Implementation, Budget System Operations And Maintenance For The Oracle Planning & Budgeting Cloud Service ("PBCS") For Two Years, From July 1, 2019 To June 30, 2021, In The Amount Of One Hundred Fifty Thousand Dollars (\$150,000) Per Year, With A Total Contract Amount Of Three Hundred Thousand Dollars (\$300,000).**

## EXECUTIVE SUMMARY

City Council approval will authorize the Finance Department to extend the professional services agreement with InnoFin for budget implementation support and ongoing maintenance of the Oracle Planning & Budgeting Cloud Service ("PBCS") for the next biennial budget cycle, including implementation support for the FY 2019-21 Adopted Budget and the development of the FY 2021-23 budget. InnoFin designed, configured and developed and implemented various PBCS modules that support biennial and midcycle budget development, 5-year forecast, tax revenue anticipation analysis, and projections. They also provide managed services support, incident support, and problem management, and enhancements for the City's FY 2019-21 budget.

## BACKGROUND / LEGISLATIVE HISTORY

On March 1, 2016, City Council passed Resolution No. 86021 C.M.S. authorizing the (1) purchase of Hyperion Hardware and/or Software, Licensing and Maintenance Services for the New City Budgeting System, and (2) enter into a contract with InnoFin to implement the new Oracle Planning & Budgeting Cloud Services ("PBCS") to replace the obsoleted Oracle

Item: \_\_\_\_\_  
Special City Council  
May 7, 2019

budgeting module ("PSB"), and waive the Advertising, Bidding and Request for Proposal/Qualifications ("RFP/Q") Competitive Selection Requirements for the above contracts.

The City entered into a professional agreement with InnoFin, an Oracle Gold Partner, whose core focus is providing Enterprise Performance Management and Business Intelligence solutions. InnoFin designed, configured and developed and implemented various PBCS modules that support biennial and midcycle budget development, 5-year forecast, tax revenue anticipation analysis, and projections. InnoFin provided ongoing production support for the budget modules.

The City entered into another professional agreement with InnoFin for managed services support, incident support, and problem management to support the development of the FY 2019-21 budget using the City Administrator's authority to waive competitive bidding requirements for purchases. PBCS is a cloud-based application where the hardware and software versions are maintained by Oracle which releases new features, enhancements and software corrections fixes on a monthly schedule as applicable. During the support period, InnoFin kept the City informed of any new features or corrections applicable to the City's PBCS settings and assisted us in implementing them for our budget process.

### **ANALYSIS AND POLICY ALTERNATIVES**

Increasing and extending the contract with InnoFin Solutions LLC will enable the City to introduce areas of improvements to the current version of PBCS, and leverage new PBCS features, and replace obsoleted PBCS functionality. The Budget Bureau has identified areas needing enhancements and streamlined processes based upon feedback from budget system users, including departmental fiscal staff.

InnoFin Solutions LLC was the original developer of the City's customized PBCS system and is intimately familiar with the City's budgetary procedures, processes, timelines, and unique system requirements. As such, they are uniquely positioned to support the City's budget system needs. InnoFin Solutions LLC has demonstrated their expertise in solution design, configuration, reports development and product knowledge of PBCS and is immediately available to support budget implementation without delay and minimal administrative guidance.

Extension of this contract will also assist in budget implementation ensuring that Adopted budget is efficiently entered into the various Financial and Human Resource modules of the Oracle E-Business Suite ("EBS") Financial system.

### **FISCAL IMPACT**

Approval of the resolution authorizes the City Administrator to enter into an agreement between the City of Oakland and InnoFin Solutions LLC for budget implementation and to provide budget system operations and maintenance of PBCS, and to increase amount of said service agreements by up to \$150,000 annually for two years not to exceed \$300,000. Funding is available in the General Purpose Fund (1010), Community Budget Unit Organization (08811), Finance Administration Project (1000007), Budget Analysis and Operations Program (IP12).

**PUBLIC OUTREACH / INTEREST**

This report did not require public outreach.

**COORDINATION**

Coordination on the proposed report and resolution has occurred between the Finance Department, Office of the City Attorney, Budget Bureau, and the City Administrator's Office.

**SUSTAINABLE OPPORTUNITIES**

***Economic:*** There are no economic opportunities associated with this report.

***Environmental:*** There are no environmental opportunities associated with this report.

***Social Equity:*** There are no social equity opportunities associated with this report.

**ACTION REQUESTED OF THE CITY COUNCIL**

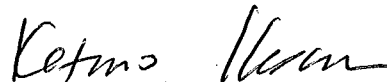
Staff Recommends That The City Council Adopt A Resolution:

Waiving the Competitive Solicitation Process For The Purchase Of Professional Services For The Ongoing Support For Budget Implementation, Budget System Operations And Maintenance For The Oracle Planning & Budgeting Cloud Service ("PBCS"); And

Authorizing The City Administrator To Extend The Contract For Professional Services Agreement With InnoFin Solutions LLC To Provide Ongoing Support For Budget Implementation, Budget System Operations And Maintenance For The Oracle Planning & Budgeting Cloud Service ("PBCS") For Two Years, From July 1, 2019 To June 30, 2021, In The Amount Of One Hundred Fifty Thousand Dollars (\$150,000) Per Year, With A Total Contract Amount Of Three Hundred Thousand Dollars (\$300,000).

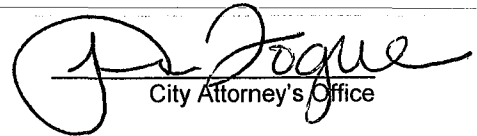
For questions regarding this report, please contact Adam Benson, Budget Administrator, at 510-238-2026.

Respectfully submitted,



Katano Kasaine  
Director of Finance

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2019 MAY -2 PM 3:49

  
City Attorney's Office

# OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

**RESOLUTION:**

- 1) **WAIVING THE COMPETITIVE SOLICITATION PROCESS FOR THE PURCHASE OF PROFESSIONAL SERVICES FOR THE ONGOING SUPPORT FOR BUDGET IMPLEMENTATION, AND BUDGET SYSTEM OPERATIONS AND MAINTENANCE FOR THE ORACLE PLANNING & BUDGETING CLOUD SERVICE ("PBCS"); AND**
- 2) **AUTHORIZING THE CITY ADMINISTRATOR TO EXTEND THE CONTRACT FOR PROFESSIONAL SERVICES WITH INNOFIN SOLUTIONS LLC TO PROVIDE ONGOING SUPPORT FOR BUDGET IMPLEMENTATION, AND BUDGET SYSTEM OPERATIONS AND MAINTENANCE FOR THE ORACLE PLANNING & BUDGETING CLOUD SERVICE ("PBCS") FOR TWO YEARS, FROM JULY 1, 2019 TO JUNE 30, 2021, IN THE AMOUNT OF ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) PER YEAR, WITH A TOTAL CONTRACT AMOUNT OF THREE HUNDRED THOUSAND DOLLARS (\$300,000).**

**WHEREAS**, the Oakland City Charter Section 2.04.020 authorizes the City Administrator to enter into contracts for professional or specialized services up to two hundred and fifty thousand dollars (\$250,000) in any single transaction or term agreement; and

**WHEREAS**, the City Council passed Resolution No. 86021 C.M.S. on March 1, 2016, authorizing the City Administrator to: (1) purchase Hyperion Hardware and/or Software, Licensing and Maintenance Services for the New City Budgeting System, (2) enter into a contract with InnoFin Solutions LLC to implement the new municipal budgeting system, Oracle Hyperion Planning and Budgeting Cloud Service ("PBCS"), and 3) waive the Advertising, Bidding and Request for Proposal/Qualifications ("RFP/Q") Competitive Selection Requirements for the above contracts; and

**WHEREAS**, Ordinance No. 13380 C.M.S. amended Oakland Municipal Code Chapter 2.04 to, among other things, provide the City Administrator the authority to waive the Request for Proposal/Qualifications ("RFP/Q") process for professional services contracts up to \$50,000, if the City Administrator finds that it is in the City's best interest to waive said process; and

**WHEREAS**, pursuant to Oakland Municipal Code section 2.04.051.B, the City Administrator waived the RFP/Q process for a professional services contract in an

amount not to exceed \$50,000 to provide ongoing technical support and maintenance services for the new municipal budgeting system (PBCS); and

**WHEREAS**, on September 18, 2018, the City entered into contract with InnoFin Solutions LLC in an amount not to exceed \$50,000 to provide said ongoing technical support and maintenance services for the Biennial FY19-21 budget; and

**WHEREAS**, the Budget Bureau will require additional technical support and maintenance services for the municipal budgeting system (PBCS) during the next budget cycles; Midcycle FY20-21 & Biennial FY21-23; and

**WHEREAS**, Oakland Municipal Code section 2.04.042.D authorizes the City Council to waive the competitive solicitation process for the purchase of products or professional services related to computerized/information technology systems upon a finding that it is in the best interest of the City to do so; and

**WHEREAS**, InnoFin Solutions LLC has demonstrated their expertise in solution design, configuration, reports development and product knowledge of PBCS and is available to support budget implementation without delay and minimal administrative guidance; and

**WHEREAS**, InnoFin Solutions LLC was the original developer of the City's customized PBCS system and is intimately familiar with the City's budgetary procedures, processes, timelines, and unique requirements; and

**WHEREAS**, staff recommends that the City Council waive the competitive solicitation process so that the City can extend the professional services contract with InnoFin Solutions LLC to provide technical support and maintenance services for the municipal budgeting system (PBCS) in light of InnoFin Solutions LLC's demonstrated knowledge and expertise with regard to the PBCS system, InnoFin Solutions LLC's intimate knowledge of the City's budgetary processes and procedures, and InnoFin Solutions LLC's immediate availability to provide technical support and maintenance services; and

**WHEREAS**, based on the representations of the City Administrator, this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive service; and

**WHEREAS**, funds are available for this contract in the Budget Bureau budget allocation; now, therefore, be it

**RESOLVED:** That the City Council finds that it is in the City's best interest to waive the competitive solicitation process and to extend the professional services contract with InnoFin Solutions LLC to provide technical support and maintenance services for the municipal budgeting system (PBCS) for the following reasons: 1) InnoFin Solutions LLC was the original developer of the City's customized PBCS system; 2) InnoFin Solutions LLC is intimately familiar with the City's budgetary procedures, processes, timelines, and unique requirements; 3) InnoFin Solutions LLC of has demonstrated their expertise in solution design, configuration, reports development and product

knowledge of PBCS; and 4) InnoFin Solutions LLC is available to support budget implementation without delay and with minimal administrative guidance; and be it

**FURTHER RESOLVED:** That pursuant to Oakland Municipal Code Section 2.04.042.D, the City Council hereby waives the competitive solicitation process and authorizes the City Administrator to extend the existing professional services contract with InnoFin Solutions LLC for budget implementation and budget system operations and maintenance for two years, from July 1, 2019 to June 30, 2021, and to increase the amount of said contract up to \$150,000 per year for a total increase not to exceed \$300,000, to ensure the proper implementation of future budgets; and be it

**FURTHER RESOLVED:** That the contract with InnoFin Solutions LLC shall be paid for out of General Fund 1010, Project 1000007, Account 54930, Organization 08811 for the Budget Analysis and Operations Program IP12; and be it

**FURTHER RESOLVED:** That the City Attorney shall review and approve the proposed contract as to form and legality and copies of the agreement shall be filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California