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CITY OF RIVIERA BEACH

TO: JONATHAN EVANS, CITY MANAGER, MBA, MPA, ICMA

FROM: ALTHEA PEMSEL, PROCUREMENT DIRECTOR, MS, CPSM

THRU: ELIZABETH MCBRIDE, DEPUTY CITY MANAGER, ESQ

SUBJECT: PRE-DISPARITY STUDY PROJECT UPDATE

DATE: JULY 21, 2021

CC: GENERAL PUBLIC

Background:

To facilitate the data collection, review, and subsequent defense of a disparity study several of the leading firms and individuals in the industry, associated with data gathering, conducting reviews, and the overall implementation of facilitating a study have been engaged on behalf of the City.

The City engaged two consultants and a software firm to assist with data enrichment, migration, centralization, and review. Our process collaborators B2GNow, MGT Consulting Group, Inc., and Tydings and Rosenberg, LLC.

Updates:

We have completed the website, template documents, and reporting portal for the prime and sub-contractors to add critical payment data and compliance information. The web portal permits us to obtain key M/S/WBE spend data through the reporting of payments by the Prime to the sub-contractor(s), as a result, this functionality was implemented first.

Secondly, after a disparity study is completed, and if a disparity program is implemented, the compliance portion will grow as the program participants expand.

The City Attorney's Office, is presenting for Council's consideration, another contract to further engage Mr. Franklin Lee's firm, Tydings and Roosevelt, to conduct agreed upon work to draft a race and gender neutral program with the goal of simultaneously gathering spend data.

The transition into this phase for each of our process partners: 1. Mr. Franklin Lee 2. Tyler System 3. B2GNOW, below are the following actions and statuses.

Tydings and Rosenberg, LLC (Mr. Franklin Lee)

1. The main task for Mr. Lee will be to draft a race-gender neutral ordinance
2. Mr. Lee will work primarily with Legal to draft the ordinance
3. Legal will be presenting a contract for Mr. Lee's services

Tyler Systems –Developer-Implementer/Procurement/Finance Department

Procurement final objectives with Tyler and Finance is to ensure the contract payment method data seamlessly integrate with the B2GNow fields. The payment data must be successfully downloaded into the software on Procurement's website.

1. Contract Entry Module has files implemented; next step is how to process payments
2. Contract Types (requisition and payment process) next step is testing payment process with AP
3. Changes orders to contracts from requisitions (in-processing)
4. Processing change orders against capital accounts (in processing)
5. Convert Tyler payment data to match contract file format to match B2GNOWdata fields.
6. Ready to conduct integration of payments from contract module after item Nos. 2, 3, & 4 are completed
7. Draft manual, guide, and/or procedures documents for staff that will route suppliers to the vendor Self-service portal

B2GNOW/MGT

1. Created and uploaded template payment and compliance letters for contractors
2. Website and B2GNow program reviewed by MGT. Dr. Seamon and team
3. Adjusted data field to include commodity code per MGT (pending)
4. Obtained MGT team input and discussion between B2GNOW and City
5. Contract compliance familiarization and discovery
6. Conducted contract compliance survey
7. Reviewed mapping documents to determine fields for contract compliance software
8. Reviewed system template letters with MGT to use with contractors
9. Software changes and workflow links and permissions must be changed and the Tyler contract module modified to support the integration with B2GNOW (working through data and set up problems directly with Tyler)

Procurement has enabled the vendor self-service (VSS) so firms may sign up directly on the Procurement website without the use of forms and emails. The next level of functionality is the uploading of invoices and seeing their payment information, this will help prime contractors have payment info easily accessible to complete the forms.

Remaining tasks are integration of the payment information from Tyler into the Supplier Management website portal. Displaying the payment information from Tyler on the VSS portal. Testing the payment process using the contract entry module with accounts payable. Continue to troubleshoot and resolve the gap that lies between obtaining the release of liens and payment confirmation. Creating a workflow, role, and permissions for departments to enter contract directly to track as many suppliers as possible.