Contract Vendor Compliance
OMF Cross-Functional Team

Quarterly Status Report
March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Thomas Lannom, Bryant Enge	Allen Buller	December 2012	March 2013

Project Purpose	To improve the City's efficiency, accuracy, ease of use and timeliness in completing vendor's business license tax and EEOC requirements. (City Ordinance #178906 requires that City vendors comply with local business income tax laws; ordinance #165383 requires compliance with Equal Employment Opportunity requirements as a condition for conducting business with the City of Portland)
Goals and Deliverables	1. Review the process of identifying business tax compliance with City of Portland vendors. 2. Identify opportunities to improve accuracy, efficiency, and ease of use of verification systems by both the vendors and City staff. 3. Review ongoing audit recommendations as they become available. 4. Begin a weekly communication between the Revenue Bureau and Accounting to provide new vendors who have registered with the Revenue Bureau. Ideally, the same process would happen with respect to the EEOC process. 5. Complete the work order that would allow more automation between BLIS and SAP.
Project timeline	The individual assigned to SAP-EBID & SAP-BLIS interface work has been re-assigned and I am waiting for an update.
Team members	Allen Buller, Revenue Barb Gibson, Procurement Anne Hawley, EBS John Maloney, Accounting
Other changes	A Vendor Registration Form has been completed. The need for a Vendor Portal has been identified. Developing EFT is a function currently being performed by Central Accounting and in some other bureaus on a local level. There is no need to duplicate these efforts.
Current Status	The Vendor CFT met on September 12, 2012 to identify the key issues and propose a new solution. The CFT was expanded for this meeting to include: Satish Nath, Cindy DeLozier, Wesly Smith & Joe Williams for the critical technical discussion regarding the SAP-BLIS interface. With the suspension of the BLIS vendor interface, work continued on the eBid/SAP interface. The last work on this interface was September 2012, when Todd Kelley sent EBS a sample file from data currently supplied by the eBid Systems. Wesly Smith identified some formatting issues and provided an FTP address for eBid to forward updated information
Next Step	Action Items: 1) Joe Williams will create the new field/table in BLIS that will hold the data from SAP 2) Joe Williams will communicate with John Maloney what fields are needed from SAP in order to populate the new BLIS field/table

| | 3) John Maloney will send Joe a vendor report from ZVLIST containing the data he needs
4) Anne Hawley/Wes Smith will modify the specs for the existing interface
5) Anne/Wes will develop a spec for the new interface
6) Will meet end of February, to work on unresolved issues: the SSN/EIN dilemma and changes in EEO registration requirements.

Progress Report:
1) Revenue and their partners will continue to work on Arts Tax issues through April, and the EBS ticket to match up BLIS and SAP vendor numbers will stay on hold.
2) Operational Accounting, led by John Maloney, will complete the Active/Inactive vendor designations in SAP using a data extract previously provided by Phil Marchbanks. The extract is a bit out of date, but for now is ok for this project. (John has information on redoing the extract if it becomes absolutely necessary.) Anne Hawley has given John information on mass uploading the Active/Inactive designations once that determination has been made based on the extract data. John has committed to completing this task by May 31.
3) An SAP outbound interface containing the Active vendor set should also be completed to facilitate the later stages of this project. Anne Hawley indicated that this also can be completed by May 31.
4) Jane will set up a touch-base meeting with the same group that met today for sometime in early May. |