

October 8, 2012

Title: INTENT TO SOLE SOURCE

SOLE SOURCE: "Consulting Services for Research Administration Business Processes and Staffing Support" using Huron Consulting.

REQUIREMENTS/SPECIFICATIONS:

SOLE SOURCE:

Pursuant to OAR 580-062-0020(8) the Portland State University Office of Purchasing and Contracting has determined that due to prior hands-on experience with the processes at PSU, Huron Consulting is a sole source provider for the cross-functional custom services listed. Huron Consulting was the only respondent to an April, 2012, Request for Quotations for the above services and has been performing these services during 2012. As a result, this sole source is posted.

A Scope of Work is attached to this Intent to Sole Source for your review.

An entity may protest this determination in accordance with OAR 580-061-0145 no later than October 15, 2012, 5:00 P.M. PDT. Protests must be submitted to the Purchasing and Contracting Office, Portland State University, University Center Building (UCB), Room 465, 1880 SW 5th Avenue, Portland, OR 97201, or to P.O. Box 751-PUR, 97207-0751.

For added information, please contact Bill Terry, Contracts Officer, at 503.725.9869, or wterry@pdx.edu.

SCOPE OF WORK

Research Administration Processes and Staffing Support for New Organizational Structure

Define Business Processes

Sponsored Projects Administration (SPA) business processes will be streamlined, revised, and documented in a desktop procedure manual that will allow for enhanced training, standardization, consistency in work products produced, and increased efficiency.

Detailed process flows as well as procedural guides for each revised process will be created and, once completed, the final deliverable will include a desktop procedural manual for use by the pre-award and post-award staff.

Define Future State Business Processes and Create Desktop Procedure Manual

- Define future state pre-award and post-award business processes, based on the flow of work resulting from SPA's new organizational structure, and document these processes in detail to create a Sponsored Projects Administration Desktop Procedural Manual.
- Provide a suggested list of business processes to develop into future state form in the core areas of pre-award, agreement negotiation, award intake and set-up, post-award, and cash management. Prior to the development of specific materials, Huron will present the specific topics in each of the core areas to PSU leadership to gain input on the areas to be detailed in the finalized Desktop Procedure Manual.

Implementation of Business Processes

1. Develop and Lead Training on New Business Processes

- Utilize the future state business processes to ensure a more smooth transition for SPA employees into the new organizational structure.
- Develop material and lead training sessions on key pre-award and post-award topics as well as outline detailed steps to complete each procedure.

2. Provide Guidance and Oversight to PSU Leadership & Employees

- Serve in an advisory role to PSU leadership and as provide general guidance to new and current PSU employees during the implementation
- Provide guidance to PSU leadership during the transition to the new organizational structure by participating in planning meetings as well as assisting to communication the overall vision of this organizational structure to key stakeholders.
- Serve as mentors to new employees as well as to the current PSU employees as they develop new skill sets in areas of pre-award or post-award. This process will involve formal training sessions, as listed above, but also informal advice and discussions on relevant research administration topics and the new positions.

3. Provide Backfill Support

Provide backfill resources in both pre-award and post-award to support the day-to-day work of Sponsored Projects Administration during the transition to the new organizational structure. This operational assistance and support will help minimize the likelihood of backlogs, provide relief to current staff and ensure the quality of customer service to the campus community does not diminish.

Example areas of operational support include:

- Proposal review and submission
- Agreement negotiation and acceptance
- Preparation and submission of financial reports
- Preparation and submission of award invoices
- Award closeout