



MEMORANDUM

TO: Veronica Lara, Director SMBR

FROM: Tina Van Wie, Budget Office

DATE: June 6, 2011

SUBJECT: SMBR collaboration with eCAPRIS improvements update

City staff is currently working on enhancements to the City's internal application eCAPRIS (City of Austin Capital Program Reporting Information System). eCAPRIS serves all departments with capital budgets and also includes SMBR. Staff has been providing ongoing support and improvements for departments as they are identified for this application since originally being created in 2000. Some features, specific to SMBR needs, that have been implemented in our more recent efforts include violation tracking, certification and award history search, contract award notifications, monthly contract notifications, and bid opportunity notices. This was done in effort to get critical items available to staff.

Key high level goals we are working towards for all users of eCAPRIS include more direct access to data (less clicking), ease of use for data entry, capturing additional data fields, and providing more flexibility of existing tools and features available in the current application. Some examples that are specific to SMBR are below.

- More direct access to data
 - Summary goal data display on the front main solicitation data page
 - Sortable sections on main pages to reduce scrolling
- Ease of use for data entry
 - Access to contract monitoring updating directly on the front main contract data page
 - Sortable columns on data entry screen for sub-k payment entry
 - File upload for contract monitoring and reduction of unused options for screen cleanup (example: reduction of status descriptions to select from)
- Capturing additional data fields in the database
 - Request for changes
 - Sub-utilization for rotation list assignments
- More flexibility of existing tools and features
 - Ability to assign an ad-hoc trade summary to a solicitation or contract (and reduce data entry)

- Option to enter values for commodities on a trade summary in dollar amounts or percentages
- Ability to add multiple bid opportunity notice templates (allows for growth of the tool)

eCAPRIS and SMBR staff collaborate twice monthly for requirements gathering and feedback. SMBR staff is also invited to participate in testing for the application as sections are completed and ready for review. Our scope for improvement spans all areas of the application and will also incorporate required updates from the upcoming upgrade to the financial system. The timeframe to for the improvements is targeted for April 2012, to coincide with the release of the financial system upgrade. Our team thanks you for your staff's valuable input and we look forward to continuing this work effort with you.