



## EXECUTIVE DECISION DOCUMENT

<b>GENERAL MANAGER APPROVAL:</b> <div>DocuSigned by: <i>Michael Jones</i> 47000790F2D7463...</div>		<b>GENERAL MANAGER ACTION REQ'D:</b>		
<b>DATE:</b> 11/21/2024      11/27/2024		<b>BOARD INITIATED ITEM:</b> Yes		
<b>Originator/Prepared by:</b> Dennis Markham <b>Dept:</b> Performance & Audit Admin <div>DocuSigned by: <i>Monica Gonzalez</i> E0FF301694D945B...</div> <b>Signature/Date:</b> 11/26/2024	<b>General Counsel</b> <div>DocuSigned by: <i>Amelia Sandoval</i> 2528C067C44147D...</div> 11/26/2024 [ ]	<b>Controller/Treasurer</b> <div>DocuSigned by: <i>Shirley Gan</i> EE11C8CEEEA04FD...</div> 11/26/2024 [ ]	<b>District Secretary</b> [ ]	<b>BARC</b> <div>DocuSigned by: <i>Pamela Herhold</i> 3BB24D65B8724F5...</div> 11/26/2024 [ ]

### Award of On-Call Professional Services Agreements for Financial Support Services

#### PURPOSE:

To obtain Board authorization for the General Manager to award seven Agreements to provide Financial On-Call Professional Services to support the Finance Department, Performance & Budget Executive Office, and the Chief Financial Officer ("CFO").

#### DISCUSSION:

A Request for Proposals ("RFP") was issued for Financial On-Call Professional Services for four financial support Service Areas ("SA(s)") including: SA-1) Budget / Finance Development, Management and Administration; SA-2) Financial Management & Business Analysis; SA-3) Capacity Building Services and Performance Measurement; and SA-4) Cost Efficiency and Optimization.

The selected consultants will be working on projects to assist with better administration of the budget, perform financial analyses and conduct business analyses, develop and implement process improvements and efficiencies, determine root causes of issues/problems, recommend strategies to address those issues/problems, develop new policies and procedures based on industry best practices, assess risk factors and recommend control measures at all levels of the District. To streamline the process, the District issued one RFP for all four SAs and proposers were instructed to submit separate proposals (up to four for each firm) for each SA they were proposing on.

The tasks to be performed by consulting firms will augment the work of District staff in the Performance & Budget Executive Office and Finance Department under the CFO and/or provide specialized best practices expertise that is not available within the District. The

scope is designed to assist staff with documenting and streamlining financial processes to reduce costs and assist with strategies for addressing the fiscal cliff.

This RFP was advertised on June 5, 2024, a subsequent Notice to Proposers was sent to 55 prospective proposers, and 147 firms were notified via the eBid system, and OCR contacted 712 small business were contacted via B2Gnow. Thirty-four prospective proposers downloaded the RFP from the District's Procurement Vendor Portal. A remote Pre-Proposal Meeting and networking session was held on June 20, 2024, with 32 prospective proposers attending. Two Addenda and three Question and Answer response letters were issued for the RFP over the course of advertisement.

On July 23, 2024, 33 proposals were received from 11 proposing firms among the four SAs. Two of the proposing firms submitted for multiple SAs, yet did not provide complete proposals, were found non-responsive and disqualified. Twenty-eight responsive SA proposals were received from the following nine firms (in alphabetical order):

1. Astute Tax and Accounting Services, Inc. (Pleasanton, CA)
2. Bell Burnett & Associates (San Francisco, CA)
3. Crowe, LLP (Oakland, CA)
4. Deloitte & Touche (San Francisco, CA)
5. Equilibrium Collaborative, LLC (South Lake Tahoe, CA)
6. Sjoberg Evashenk Consulting, Inc. (Sacramento, CA)
7. Sperry Capital, Inc. (Mill Valley, CA)
8. Steer Group (Oakland, CA)
9. UPLift Collaborative (Erie, CO)

The 28 proposals were reviewed and evaluated by a Source Selection Committee ("Committee") consisting of staff from the District's Performance & Audit, Funding Strategy, Budget, and Finance departments, and the Office of Civil Rights ("OCR"). All 28 proposals were determined to be responsive and to have met the Technical Requirements of the RFP. In accordance with the provisions of the RFP, the selection of Consultants to provide the services is based on the best value methodology. Under this approach, the District retains the right to award to other than the lowest cost proposal, based on a determination that certain technical advantages available from a proposal will equate to added value for the District. According to the terms of the RFP the proposals were evaluated and scored based on the criteria contained in the RFP with respect to the qualifications of the firm and key personnel.

The Committee then reviewed the averaged the hourly rates within proposer's price proposal forms and determined that all 28 proposals were within the competitive range. All nine proposers were short-listed and invited to an oral interview. The Source Selection Committee interviewed proposers, and each portion of the interview covered a separate SA. The oral interviews were conducted between October 15 and November 1, 2024.

After the oral interviews, the Committee combined the qualifications/technical scores and the oral interview scores and based on best value analysis determined that the following seven proposers offered the best overall value to the District (in alphabetical order):

<b>Firm Name:</b>	<b>Number of SA(s) to be Awarded to Firm:</b>	<b>Specific SA(s) Awarded to Firm:</b>	<b>Total not to exceed amount of Agreement(s):</b>
Bell Burnett & Associates	1	SA-1	\$1,000,000
Crowe, LLP	4	SA-1, SA-2, SA-3, SA-4	\$4,000,000
Deloitte & Touche	2	SA-1, SA-2	\$2,000,000
Equilibrium Collaborative, LLC	2	SA-1, SA-3	\$2,000,000
Sjoberg Evashenk Consulting, Inc.	1	SA-1	\$1,000,000
Sperry Capital, Inc.	3	SA-1, SA-2, SA-3	\$3,000,000
Steer Group	3	SA-2, SA-3, SA-4	\$3,000,000
<b>TOTAL</b>	<b>16</b>		<b>\$16,000,000</b>

Pursuant to the District's Non-Federal Small Business Program, OCR set a 5% Small Business Prime Preference for this Agreement for Small Businesses (SB) certified by the California Department of General Services (DGS). Astute Tax and Accounting Services, Inc., Bell Burnett & Associates, Equilibrium Collaborative, LLC, Sjoberg Evashenk Consulting, Inc., and Sperry Capital, Inc., are certified SBs, making them eligible for the 5% Small Business Prime Preference for this Agreement for evaluation purposes.

Pursuant to the District's Non-Discrimination Program for Subcontracting, the Availability Percentages for this Agreement are 8.4% for Minority Business Enterprises ("MBEs") and 5.7% for Women Business Enterprises ("WBEs"). OCR has determined that Crowe LLP (for SAs 1-4), and Sperry Capital, Inc. (for SAs 1-3) have met both the MBE and WBE Availability Percentages for this Agreement at 50.0% MBE and 80.0% WBE, and 8.4% MBE and 5.7% WBE, respectively.

Proposers Steer Group (for SA 4) committed to 0.0% MBE and 0.0% WBE, and Deloitte & Touche (for SA 1) committed to 0.0% MBE and 100% WBE. OCR has determined that Steer Group (for SA 4) did not meet the MBE and WBE Availability Percentages for this Agreement and Deloitte & Touche (for SA 1) did not meet the MBE Availability Percentages for this Agreement. Steer Group (for SA 4) and Deloitte & Touche (for SA 1) were

requested to provide OCR with supporting documentation to determine if they had discriminated on the basis of race, national origin, color, gender, or ethnicity. Based on the review of the information submitted by Steer Group (for SA 4), and Deloitte & Touche (for SA 1), OCR found no evidence of discrimination.

Proposers Bell Burnett & Associates (for SA 1), Deloitte & Touche (for SA 2), Equilibrium Collaborative, LLC (for SAs 1 & 3), Sjoberg Evashenk Consulting, Inc. (for SA 1), and Steer Group (for SAs 2 & 3) will not be subcontracting any portion of the Work, and therefore, the provisions of the District's Non-Discrimination Program for Subcontracting do not apply.

The Office of General Counsel will approve the Agreements as to form.

**FISCAL IMPACT:**

The total maximum value for each SA award shall not exceed the amount of \$1,000,000. Agreements may include one or more SAs, up to a maximum of four. See the above table for the firm names, SA(s), and the total not to exceed amounts for each Agreement to be awarded. The total cost of all awarded SAs combined for the Agreements shall be the not to exceed the amount of \$16,000,000 over three years and the two one-year options. However, there is no guaranteed minimum level of compensation.

Costs for professional services will be funded by the FY26 – FY28 operating budgets of the Performance & Audit Department (Cost Center 1302388 and Account 681300), subject to Board approval. Funding for option years FY29 and FY30 will be included in the operating budgets for those years if the cost limit has not been met and options are exercised. Funding for services to be rendered for the remainder of FY25 will be derived from the annual operating budget of the Performance & Budget Executive Office. This action is not anticipated to have any fiscal impact on unprogrammed District reserves in the current Fiscal year.

**ALTERNATIVES:**

The District could reject all proposals and solicit new proposals.

**RECOMMENDATION:**

It is recommended that the Board adopt the following motion:

**MOTION:**

That the General Manager is authorized to award Agreement No. 6M2099 to Bell Burnett & Associates (SA-1), Agreement No. 6M2100 to Crowe LLP. (SA-1, SA-2, SA-3, SA-4), Agreement No. 6M2101 to Deloitte & Touche (SA-1, SA-2), Agreement No. 6M2102 to Equilibrium Collaborative LLC (SA-1, SA-3), Agreement No. 6M2103 to Sjoberg Evashenk Consulting, Inc. (SA-1), Agreement No. 6M2104 to Sperry Capital, Inc. (SA-1, SA-2, SA-3), and Agreement No. 6M2105 to Steer Group (SA-2, SA-3, SA-4), to provide on-call

professional services for the Finance Department and Performance & Budget Executive Office, not to exceed \$1,000,000 per firm per Service Area and not to exceed \$16,000,000 in aggregate, pursuant to notification to be issued by the General Manager, and subject to compliance with the District's protest procedures.