



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>Robert M. Power</i> 5 June 2019		GENERAL MANAGER ACTION REQ'D: None		
DATE: 5/28/2019		BOARD INITIATED ITEM: No		
Originator/Prepared by: Dennis Markham Dept: Performance & Audit	General Counsel	Controller/Treasurer	District Secretary	BARC
<i>[Signature]</i> Signature/Date: 05/31/2019	<i>[Signature]</i> 6/3/19 []	<i>[Signature]</i> 6/3/19 []	[]	<i>[Signature]</i> 6/5/19 []

Award of Agreements No. 6M4655, 6M4656, 6M4657, and 6M4658 On-Call Professional Services for Performance & Audit

PURPOSE:

To obtain Board authorization for the General Manager to award Agreement No. 6M4655 to Accenture LLP, Agreement No. 6M4656 to Cambridge Systematics, Inc., Agreement No. 6M4657 to Moss Adams LLP, and Agreement No. 6M4658 to Sjoberg Evashenk Consulting, Inc., to provide on-call professional services for the Performance & Audit Department. Each Agreement shall have a term of three (3) years, with two (2) one-year options to extend, for a total not-to-exceed amount of \$1,000,000.

DISCUSSION:

A Request for Proposals ("RFP") was issued for on-call professional services for six (6) Central Support Service Areas ("CSSA"): Operating Budget, Human Resources, Procurement/Materials Management, Capital Budget, Performance and Audit, and Finance for award of up to four (4) agreements for each service area. The selected consultants will be working on special projects to 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 six CSSAs. However, a separate committee for each CSSA evaluated the proposals and interviewed proposers for their specific CSSA. This award is for agreements for the Performance & Audit CSSA.

The tasks to be performed by consultants will augment the work of District staff in the Performance & Audit Department and/or provide specialized best practices expertise that is not available within the District. Examples of tasks include: examining District overtime;

reviewing the District's Internal Cost Allocation Plan (ICAP); providing general Performance & Innovation and Internal Audit support, such as benchmarking best practices, developing a performance management framework, specialized process improvements, and risk-based assessments and audits.

This RFP was advertised on January 31, 2019, and a subsequent Notice to Proposers was sent to fourteen (14) prospective proposers. Thirty-nine (39) prospective proposers downloaded the RFP from the District's Procurement Vendor Portal. Two Pre-Proposal Meetings were held on February 20, 2019 in the morning and afternoon, with twenty (20) prospective proposers attending. Three (3) Addenda were issued for the RFP over the course of advertisement.

On March 12, 2019, six (6) responsive proposals for the Performance & Audit CSSA were received from the following firms:

1. Accenture LLP (San Francisco, CA)
2. Cambridge Systematics, Inc. (Oakland, CA)
3. Harvey M. Rose Associates, LLC (San Francisco, CA)
4. Moss Adams LLP (San Francisco, CA)
5. Sjoberg Evashenk Consulting, Inc. (Sacramento, CA)
6. Slalom, LLC (San Francisco, CA)

The six (6) proposals were reviewed and evaluated by a Source Selection Committee ("Committee") consisting of staff from the District's Transportation Department, Office of Civil Rights ("OCR"), Internal Audit Division, and Performance & Audit Department. All six (6) 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 price proposals and determined that all six (6) proposals were within the competitive range. All proposers were short-listed and invited to an oral interview. The oral interviews were conducted on May 21 and May 22, 2019.

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 four (4) proposers offered the best overall value to the District:

1. Accenture LLP (San Francisco, CA)
2. Cambridge Systematics, Inc. (Oakland, CA)

3. Moss Adams LLP (San Francisco, CA)
4. Sjoberg Evashenk Consulting, Inc. (Sacramento, CA)

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). Sjoberg Evashenk Consulting, Inc., and Harvey M. Rose Associates, LLC 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). None of the selected consultants will 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:

Each agreement has a not to exceed cost limit of \$1,000,000. However, no dollar amount is guaranteed to any of the Consultants.

Costs for professional services will be funded by the FY20 – FY22 operating budget of the Performance & Audit Department (Cost Center 1302388 and Account 681300). Funding for services to be rendered in FY20 – FY22 will be included in the proposed annual operating budget of the Performance & Audit Department for that year, subject to Board approval. 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. 6M4655 to Accenture LLP, Agreement No. 6M4656 to Cambridge Systematics, Inc., Agreement No. 6M4657 to Moss Adams LLP, and Agreement No. 6M4658 to Sjoberg Evashenk Consulting, Inc., to provide on-call professional services for the Performance & Audit Department, each in an amount not to exceed \$1,000,000, pursuant to notification to be issued by the General Manager, and subject to compliance with the District's protest procedures.