

Woodinville Fire and Life Safety District

Request for Proposals
#10-001

Fiscal Management Assessment and Improvement

Request for Proposals

Notice is hereby given that proposals will be received by the Woodinville Fire and Life Safety District ("District"), Woodinville, Washington for:

RFP #10-001 Fiscal Management Assessment and Recommendations for Improvement

by submission of the same to its Chief Administrative Officer (CAO) in any of the following manners:

E-Mail: jmontegary@wflsd.org with subject line "RFP #10-001"

U.S. Mail: Joan Montegary, CAO
Woodinville Fire and Life Safety District
P.O. Box 2200
Woodinville, WA 98072-2200

Hand Delivery: 17718 Woodinville-Snohomish Road NE
Woodinville, WA 98072-8509

All proposals submitted in response to this RFP must be received by the District or postmarked no later than noon on March 24, 2010.

A detailed Request for Proposal (RFP) information packet, including general information, requested services, submittal requirements, the District's equal opportunity requirements and the evaluation process is available on the District's web site at www.wflsd.org. Go to the Home page > Latest News > Request for Proposals

The District is committed to equal employment opportunities regardless of race, color, creed, sex, age, nationality, disability or sexual orientation. The successful consultant must comply with the District's equal opportunity requirements.

This RFP has been published in the following: Puget Sound Business Journal
Woodinville Weekly

**Woodinville Fire and Life Safety District
Request for Proposals**

RFP Number:	10-001
RFP Title:	Fiscal Management Assessment and Recommendations for Improvement
Proposals Due:	Noon on March 24, 2010
Submit Proposals to:	Joan Montegary, CAO Woodinville Fire and Life Safety District
<i>U.S. Mail:</i>	P.O. Box 2200 Woodinville, WA 98072-2200
<i>Hand Delivery:</i>	17718 Woodinville-Snohomish Road NE Woodinville, WA 98072-8509
	OR
<i>E-Mail:</i>	jmontegary@wflsd.org (subject line: "RFP #10-001")

Purpose:

The District seeks proposals from well-qualified financial/fiscal management consultants capable of conducting a comprehensive assessment, restructuring and revising, as necessary, of the District's financial/fiscal management infrastructure and processes for compliance and best practices.

The District is considering three (3) distinct phases of work, as described in more detail below. The first phase concerns the review and revision of the District's financial/fiscal management related policies, procedures and practices. The second phase concerns the development of a new performance-based budget process. The third phase concerns the development of a job description for a management level position that would ensure the District's ability to internally and effectively manage financial and fiscal issues.

Scope of Work:

Preliminary Phase Applicable to Each of Phases I – III: While simultaneously and preliminarily reviewing the District's existing financial/fiscal management policies, procedures and practices, the consultant will interview or survey District personnel (as necessary), the Fire Chief/CEO, the Chief Administrative Officer and the Finance Committee of the Board of Fire Commissioners. The purpose of this preliminary phase is to provide the consultant with a reasonable opportunity to fully understand each phase of work before commencing work on the phase.

Phase I: The consultant will review, in detail, the District's existing financial/fiscal management policies, procedures and practices and provide a written recommendation to the Finance Committee of all necessary substantive revisions along with the reason(s) for the changes.

Phase II: The consultant will work with the District to develop a job description for a new managerial level, FLSA exempt, non-represented position to oversee the financial/fiscal management activities of the District long-term, or alternatively recommend an equally qualified and capable part-time equivalent position to achieve the goals of the District; such that the job description can be presented to the Board of Fire Commissioners for their consideration on or before April 23, 2010.

Phase III: The consultant will work with the District to institute a new budget process that is performance oriented and addresses the fiscal resources of the District from a "zero based" approach; to be instituted in the 2011 budget development cycle, such that a new budget can be presented to the Board of Fire Commissioners on October 5, 2010.

Requirements and Deliverables:

- (1) To be considered, proposals must be received in the District's offices via e-mail by noon on March 24, 2010, or postmarked no later than noon on March 24, 2010, and submitted to Joan Montegary, Chief Administrative Officer, at the address shown above. Proposals not received or postmarked on time will not be considered.
- (2) The proposal should include the principal consultant's comprehensive resume and, if s/he is with a company, a description of the company, including the number of years in business, number of local professional consulting personnel employed by the company, the current number of private clients, the current number of public clients and all other applicable qualifications and capabilities of the individual/company.
- (3) A list of references relating to work completed within the last five (5) years.

- (4) A description of prior experience working with unions and collective bargaining agreements.
- (5) An itemized description of services to be provided for each phase of the work, including a proposed schedule and implementation process.
- (6) An itemized estimate of costs for the preliminary phase and each phase of the work and a suggestion of alternate billing structures.

Evaluation:

Proposals will be evaluated according to the criteria noted below to select finalists, each of whom will then submit and/or negotiate specific work proposals and costs.

Evaluation Criteria:

- Experience and qualifications
- Proposed approach to the analysis
- Proposed project timelines
- Client references
- Prior experience working with fiscal/financial management processes.
- Cost structure and pricing alternatives

Questions:

All questions regarding this RFP must be directed to CAO Montegary via e-mail at jmontegary@wflsd.org. Any unauthorized contact regarding this RFP with other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the District. Any questions will be answered in writing and posted on the District's web site at www.wflsd.org. It is the responsibility of individuals or firms responding to this RFP to check the District's web site for any amendments or Q&A's to this RFP.

Reservation of Rights/Non-Obligation:

The District reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. The District reserves the right to award multiple contracts to multiple bidders for this scope of service if it is in the best interest of the District.

This RFP does not obligate the District to accept any Proposal, contract for any expressed or implied services or pay any costs whatsoever incurred by any part relating to the preparation or submission of a Proposal relating to this RFP.

Contract Award:

The Consultant selected as the apparently successful bidder will be expected to enter into a contract with the District prior to the commencement of any work. Following the selection of the apparently the successful bidder, that bidder shall prepare a proposal and scope of work for review by the District. Once the District and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the District. This shall not prohibit either party from proposing additional contract terms and conditions during the negotiations of the final contract. If the apparently successful bidder fails to sign the contract within ten (10) business days of delivery of the final contract, the District may elect to negotiate a contract with the next highest ranked bidder. The District shall not be bound, or in any way obligated, until both parties have signed a contract. No party may incur any chargeable costs prior to the signing of the final contract.

Contract Negotiation:

Following the review and consideration of submitted Proposals, the District's Board of Fire Commissioners may contract with one or more Consultants who submitted responses to the RFP to complete one, some or all of the below described phases of work.

The District reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the contract by the District. All parties understand that if any adjustments are made to the original scope as a result of contract negotiations, a resulting change in price/cost may be necessary.

Insurance Requirements:

The selected Consultant(s) shall maintain insurance that is sufficient to protect the Consultant's business against all applicable risks, as set forth in the District's Standard Insurance Requirements, Attachment A. Please review insurance requirements prior to submitting a statement of Proposals. If the selected Consultant is unable to meet these standard requirements, s/he must note their current or proposed insurance coverages in their Proposal. Standard requirements may be negotiated if it is in the best interest of the District.

Non-Endorsement:

As a result of the selection of a Consultant to supply services to the District, Consultant agrees to make no reference to the District, or to utilize any trade or professional marks unique to the District, in any literature, promotional material, brochures, sales presentations or the like without the express written consent of the District.

Non-Collusion:

The submission of a signed Proposal represents that the Consultant swears that the documents submitted are genuine and not a sham or collusive and not made in the interest of any person not named, and that the Consultant has not induced or solicited others to submit a sham offer or to refrain from proposing.

Compliance with Law and Regulations:

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Consultant ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Public Records:

Under Washington State law, the documents (including, but not limited to, written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submissions to the District, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the District receives a request for inspection or copying of any such documents, it will promptly notify the person submitting the documents to the District (by U.S. mail and by fax, if the person has provided a fax number) and upon the written request of such person, received by the District within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The District assumes no contractual obligation to enforce any exemption.

Cooperative Purchasing:

RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with the District may also wish to procure the services described in this RFP offered by the selected Consultant. The selected Consultant shall have the option of extending its offer to the District to other agencies for the same cost, terms and conditions.

The District does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the Consultant. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. The District accepts no responsibility for the performance of the Consultant in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the Consultant for other public agency purchases.

Attachment A

Insurance Requirements

The Contractor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following, unless otherwise approved by the District:

A. Minimum Insurance

1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate
2. Stop Gap/Employer's Liability coverage with limits not less than \$1,000,000 per accident/disease.
3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto.
4. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
5. Consultant's Errors & Omissions or Professional Liability with limits not less than \$1,000,000 per claim and as an annual aggregate.

B. Self-Insurance Retentions

Self-insured retentions must be declared to and approved by the City.

C. Other Provisions

Commercial General Liability policies shall be endorsed to:

1. Include the District, its officials, employees and volunteers as additional insureds.

2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the District.
3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days' written notice as been given to the District.

D. Acceptability of Insurers

Insurance shall be placed with insurers with a rating acceptable to the District.

E. Verification of Coverage

Contractor shall furnish the District with certificates of insurance by this clause. The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

F. Subcontractors

Contractors shall require subcontractors to provide coverage which complies with the requirements stated herein.