

**REPORT FROM EVALUATION COMMITTEE
REQUEST FOR PROPOSAL FOR
REQUIREMENTS CONTRACT REQUEST FOR PROPOSAL FOR SB 90 COST
REIMBURSEMENT CLAIM SERVICES
REQUEST FOR PROPOSAL NO. 9373**

August 11, 2016

COMMITTEE MEMBERS:

Kim Jackson, Administrative Manager, Finance Department
Anita Villarreal, Management Analyst II, Finance Department
Rene Watahira, Administrative Manager, Police Department
Gina Daniels, Accounting Supervisor, City of Clovis, California

Jean Runnels, Senior Procurement Specialist, Purchasing, Finance Department Facilitator

BACKGROUND:

The goal of this Request for Proposal (RFP) was to solicit proposals from qualified Consultants to provide SB90 Cost Reimbursement Services on services on a contractual basis for the submission of State Mandated Program claims to receive reimbursement of costs for the City. Reputation, efficiency, thorough knowledge of all facets of State laws and regulations, experience in working with municipal governments of a similar size, participation in audits, and a demonstrated high rate of successful claim submissions were desired attributes. In addition, the "ideal" provider would provide services that include but are not limited to the collection, documentation, preparation, filing and monitoring of state mandated reimbursement claims on the City's behalf.

Fourteen proposals were downloaded from the City's Planet Bid site and two (2) proposals were received and opened on April 19, 2016. This proposal would be for Four-year contract with Three (3) One year extensions.

Currently, Fire and Police Departments utilizes these services while the City Attorney, Personnel and Finance are support departments for the required data to submit for reimbursement.

EVALUATION BY COMMITTEE:

Cost Recovery Systems, Inc.

This proposer offered the lowest proposal. They offered \$13,000 for the four (4) year contract for current state programs with a 'Not to Exceed' amount per year of an additional \$4,000 for any and all new mandated programs for the life of the contract. Their office is located in Folsom, California. They have over 20 years' experience in the state mandated cost claiming industry. The Committee is impressed with the experience and qualifications of Cost Recovery Systems, Inc. It is clear that Cost Recovery Systems, Inc. understands the City's operations as they are the current supplier. They have provided expertise and management support in the past decade. The Committee recommends awarding a contract to Cost Recovery Systems, Inc. in the amount of not to exceed \$17,000.00. Their proposal meets all the RFP requirements and offers the City and excellent cost effective rate along with known services levels. Their submitted references were contacted and two of three responded and their service was excellent

MGT of America

This proposer had the second highest proposal pricing and also has municipal government experience and is currently the service provider for the budget division. The RFP evaluation process includes price among the factors for consideration, but it is not the sole factor in deciding which proposal provides the City with the best value. MGT of America has been in business for 26 years, they have a staff of 12 employees assigned to their SB90 accounts. Their proposal amount was \$43,000.00. Their proposal meets the RFP requirements and it demonstrates they could meet the required level of service at a price that is 60% above the lowest proposal. Their references and their overall performance were satisfactory. Their submitted references were contacted and the one of three responded service was excellent.

RECOMMENDATION

The Committee recommends that Council approve and award Cost Recovery Systems, Inc. an initial for Four-year contract with Three (3) One year extensions.

Direct staff to award to the lowest bidder Cost Recovery Systems, Inc. of Folsom, California in the amount of \$17,000.00

Attachments: Matrix Summary of Information Submitted by Proposers, SB90 Bid Matrix

SB 90
BF 9373

Jean Runnels
Bid Opening 4/19/16

Summary of Information Submitted by Proposers

PROPOSERS	Cost Recovery	MGT of America
Cost	\$13,000.00	24,500.00
New Mandates	\$4,000.00	4,500.00
Ability to meet stated service requirements	Yes	Yes
Past Performance and Experience shown on Qualifications	Yes current supplier	Yes current supplier in Budget
Conformance	No	Yes
References	2 of 3	1 of 3
Exceptions	Accepted by CAO/Risk Indemnification Attachment "A" Revised	None
Other	Corporation one person with 20/yr experience - 1 employee	Corporation with 26/yr experience - 12 employees assigned to SB90 accounts
Preliminary Review Notes	Current Finance Vendor for Service	Current Budget Vendor for Service
	Located in Folsom, CA. will need COF Business License need to check for Consultant License	Located in Sacramento, Ca. hold a COF Business License #422580 and Consultant License #C1532973
Total Proposal Amount	NTE \$17,000.00	\$43,000.00

7/14/2016

LISTING OF PROPOSERS

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PROPOSER'S	TOTAL PROPOSAL AMOUNT
1. COST RECOVERY SYSTEMS, INC 705-2 EAST BIDWELL STREET #294 FOLSOM, CA. 95630	\$17,000.00
2. MGT OF AMERICAN INC. 2251 HARVARD STREET 134 SACRAMENTO, CA. 95815	\$43,000.00

Each proposer has agreed to allow the City one hundred twenty (120) days from date proposals were opened to accept or reject their proposal.

DEPARTMENT CONCLUSIONS AND RECOMMENDATION:

☒ Award a contract in the amount Not to Exceed of \$ **SEVENTEEN THOUSAND DOLLARS**
to **COST RECOVERY SYSTEMS, INC**
in accordance with the Selection Committee recommendation.

☐ Reject all proposals. Reason:

Remarks:

Division Head Approval



Title **Administrative Manager**_____

Date August 10, 2016_____

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RFP No. 9373

RFP Opening: 4/19/16

☒ Approve Dept. Recommendation ☒ Approve Finance/Purchasing Recommendation
☐ Disapprove ☐ Disapprove
☐ See Attachment

FINANCE DEPARTMENT

CITY MANAGER

Bell Callahan
Purchasing Manager

8/12/16
Date

Bruce Randal 8/16/16
City Manager or Designee Date

Widow
Finance Director

8/12/16
Date