



Legislation Details (With Text)

File #: ID 22-1437 **Version:** 1 **Name:**

Type: Action Item **Status:** Agenda Ready

File created: 9/7/2022 **In control:** City Council

On agenda: 10/13/2022 **Final action:**

Title: Approve agreement with Moss Adams, LLP for consultant services for agreed-upon procedures for \$190,640 (RFP No. 10121)

Sponsors: Office of Mayor & City Manager

Indexes:

Code sections:

Attachments: 1. A22-1437 Consulting Agreement Moss Adams FINAL, 2. Supplement 1-C 22-1437 Signed Agreement

Date	Ver.	Action By	Action	Result
10/13/2022	1	City Council	TABLED	

REPORT TO THE CITY COUNCIL

FROM: GEORGEANNE A. WHITE, City Manager
Office of Mayor & City Manager

BY: RUTH F. QUINTO, CPA, Assistant City Manager
Office of Mayor & City Manager

SUBJECT

Approve agreement with Moss Adams, LLP for consultant services for agreed-upon procedures for \$190,640 (RFP No. 10121)

RECOMMENDATION

Staff recommends that Council approve consultant services agreement with Moss Adams, LLP in the amount of \$190,640 for the review, evaluation and assessment of all credit card expenditures and all reimbursement requests in excess of \$100 (non-credit card expenditures) from March 1, 2017 through March 30, 2022 (5 years) for all City employees, including elected and appointed officials.

EXECUTIVE SUMMARY

Staff issued RFP No. 10121 for consultant services, with responses due by June 17, 2022, as a result of the Administration and Council’s request for a third-party review, evaluation and assessment of all credit card expenditures and all requests for reimbursement in excess of \$100, for all City employees, including elected and appointed officials.

Council requested proposals for a total of ten years, roughly from March 1, 2012 to March 30, 2022. However, going back ten years is problematic due to the lack of available historical records and the

anticipated exorbitant amount of staff time required to produce the required older records. Therefore, RFP No. 10121 bifurcated the request into two distinct categories: the past five years, March 1, 2017 to March 30, 2022; and, the five years prior thereto, March 1, 2012 through February 28, 2017. The City received only one response to the request for proposals. Moss Adams, LLP. Given the current timing, the estimated project completion time frame is estimated to be 60 to 90 days.

Staff recommends Council approve the attached consultant services agreement with Moss Adams, LLP, in the amount of \$190,640 covering the period March 1, 2017-March 30, 2022.

BACKGROUND

Staff issued RFP No. 10121, as a result of Council's request for a third-party review, evaluation and assessment of all credit card expenditures and all requests for reimbursement in excess of \$100, for all City employees, including elected and appointed officials. A Notice Inviting Proposals was advertised in the Business Journal on June 8, 2022, and posted to the City's website via Planet Bids on June 3, 2022, with responses due by June 17, 2022.

Per Council's request, the RFP covered a ten-year historical time frame, roughly from March 1, 2012 to March 30, 2022. However, going back ten years is problematic due to the lack of available historical records and the anticipated exorbitant amount of staff time required to produce the required older records. Therefore, RFP No. 10121 bifurcated the request into two distinct categories, the past five years, March 1, 2012 to March 30, 2022, and the five years prior thereto, March 1, 2012 through February 28, 2017. The City received one response to the request for proposals from Moss Adams, LLP. The proposal includes:

- Alternative 1: \$190,640 March 1, 2017 through March 30, 2022
- Alternative 2: \$190,640 March 1, 2012 through February 28, 2017

Given the current timing, Moss Adams, LLP has indicated that the completion time frame for Alternative 1 is estimated to be 60 to 90 days. For Alternative 2, the completion time frame would be further extended into the spring of 2023.

In compliance with City Records Retention Guidelines, financial records may be disposed of within 4-7 years. Therefore, it may not be possible to review records for the total time period identified in Alternative 2.

The Proposal Review Committee reviewed and evaluated the proposal based on the following criteria:

- Conformance to terms and conditions
- Completeness and thoroughness
- Qualifications, past performance and experience
- Ability to meet the stated service requirements

Staff recommends that Council approve consultant services agreement for Alternative 1 with Moss Adams, LLP not-to-exceed \$190,640 in response to RFP No. 10121 for the review, evaluation and assessment of all credit card expenditures and all requests for reimbursement in excess of \$100 from March 1, 2017 through March 30, 2022 for all City employees, including elected and appointed officials.

Moss Adams, LLP is a fully integrated professional service firm with over 3,800 professionals across more than 30 locations, including an office in Fresno. Currently, Moss Adams, LLP serves over 300 government client's firmwide, providing a deep understanding of municipalities, governments, and city operations.

Upon approval by City Council, the consultant services agreement will be executed by the City Manager, or designee.

ENVIRONMENTAL FINDINGS

This is not a project pursuant to CEQA guidelines Section 15378.

LOCAL PREFERENCE

Local preference was not implemented as the only proposing firm is local pursuant to Fresno Municipal Code Section 4-109(b).

FISCAL IMPACT

Sufficient funding for this agreement is included in the FY 2023 Adopted Budget.

Attachment:

Attachment 1 - Consultant Services Agreement