



Topic: **Authority Board Agenda Item 3-2**

2018 Jan 22

Subject: **Procurement of Professional Services**

Requested Action:

Discussion and possible direction to staff regarding the procurement of professional services for Registered Municipal Advisor Services, Independent Financial Auditor, and Executive Assistant/Board Clerk.

Detailed Description/Background:

- a. Financial Auditor: The Independent Annual Financial Auditing Services RFQ/P was sent to six firms on December 4, 2017. No proposals were received even though the firms were contacted prior to the release of the RFQ/P. A common comment was that CPA firms were extremely busy and the holiday season. A new list of firms for the RFQ/P was prepared, contact made with them, and sent to the firms on January 17, 2018.
- b. Financial Advisor: A Request for Proposals for Registered Municipal Financial Advisor Services is being prepared and undergoing final legal and technical review. The approved Amended Phase 1 Work Plan included the need for these services to assist the Authority and Reservoir Committee with financing options - both near- and long-terms.
- c. Staff Support: A draft position description for an Executive Assistant/Board Clerk has been developed and internally reviewed. Staff has held preliminary discussions with potentially qualified applicants who expressed little interest in the position. Common comments are concerns over the requirement to be an independent contractor (or work through an employment agency), desires to have a guaranteed duration longer than the completion of Phase 1, and for those residing outside of the area, the commute.

Prior Authority Board Action:

None.

Fiscal Impact/Funding Source:

Fiscal impact and cost allocation to be developed during the procurement process.

Staff Contact:

Joe Trapasso & Kevin Spesert

Attachments:

None.