



CLATSOP COUNTY

Informal Request for Proposals For a Long - Term Financial Plan

Clatsop County
Budget & Finance Department
800 Exchange Street, Suite 310
Astoria, OR 97103
503-325-8565

I. Background Information

1. Clatsop County is located in the Northwest corner of Oregon and has a population of approximately 38,000. The county was established in 1844 and provides a full range of county services to its residents. The primary services include: Public Safety, Public Health, Planning, Building Codes, Public Works, Clerk & Elections, Assessment & Taxation, Juvenile Services, and Central Services support (i.e. HR, IT, Budget & Finance, Buildings & Grounds).
2. Clatsop County uses the home rule charter form of government, which is overseen by a five-member County Commission. All are part-time elected officials who exercise the legislative powers of the county and decide matters of policy.
3. The County Commissioners appoint a County Manager who is the chief administrative officer of the county. The County Manager appoints the department directors, and is responsible for carrying out the policies set by the Commission.
4. The county employs approximately 210 permanent full-time employees, and has other positions that are filled on a part-time, temporary, or voluntary basis.
5. The total adopted budget for FY 2016-2017 all funds is approximately \$57.5 million. The General Fund is budgeted at approximately \$21.9 million.

II. Scope of Work

Clatsop County believes a Long-Term Financial Plan must include:

1. Identify and assess the county's financial condition which includes, but is not limited to: revenue, expenditure and debt trends in total and for each of the ten years covered by the plan.
 - a. Perform a cursory review of the county's Indirect Cost Allocation plan. Determine if the allocation bases are appropriate and validate the methodology.
 - b. Suggest new revenue sources based on examples from other municipalities and counties in Oregon and from a review of nationwide examples. Consider user fees and taxes.
 - c. Prepare an analysis of General Fund cost patterns for the past five years.
 - d. Provide recommendations to ensure effective and efficient use of resources for overhead services relative to changes in the overall organization.

2. Review and analyze existing infrastructure repair and replacement requirements over 2017 to 2026 period and comment on adequacy and appropriateness of existing funding policies.
3. Reserve Analysis
 - a. Prepare a brief explanation of the primary types of reserves in use or allowed by Oregon Budget Law, their purpose, and the methods of funding commonly used for existing reserves.
 - b. Create a schedule of the county's current reserves; determine their stated purpose, actual current usage, and method of funding. Determine adequate reserve levels for the next 10 years for the county's General Fund and Special Projects Fund.
 - i. Compare the reserves to those used in other similar jurisdictions of our size (by population) to determine which are common, which are unique, and what types Clatsop County has not utilized.
 - c. Perform in-depth analysis of the Special Projects Fund. Prepare an analysis of the fund's activity for the last ten years and compare it to the current fund's purpose as stated in the Board's policies. Project the Special Projects Funds activity for the next five years using assumptions developed within the County. Project what, if any, portion of the annual timber receipts should be used for General Fund operations. If it is determined that using timber revenue for General Fund operations is appropriate, determine a funding level that the county can depend upon receiving annually, considering a variety of methodologies and the advantages and disadvantages of each methodology. Consider: Volatility of lumber prices, possible loss of timber revenue due to legislative action, environmental activity, etc.
 - d. Analyze the need for a General Fund Stabilization account.
 - i. Determine what the adequate funding level should be to stabilize General Fund operation at current Board approved levels of service and based on results of above section c.
 - ii. Determine annual allocation needed to achieve stated goal in above section d.i.
4. Review existing plans/policies and their potential impact on the long term financial sustainability of the county.
5. Review existing financial policies/plans and recommend new policies to achieve sound financial management.
6. Recommend key financial performance indicators and targets which can be used as a basis for measuring and achieving the county's long range financial objectives.

III. Review of Business Process Information

1. In your response, please describe the specific plans and other mechanisms you will use to gather the required information from the county and develop the plan as well as an estimate of the amount of time required by county staff involved in developing the plan.
2. Provide an estimate of the overall amount of time to complete the project.

IV. Corporate Background

1. As part of your proposal, you must also include information addressing your corporate background. At a minimum, your response must include the following:
 - a. Corporate background, including date established, type of ownership, location of corporate headquarters and major offices, and number of employees engaged in Long-Term Financial Planning.
 - b. A list of Long-Term Financial Plans your company has completed in the last three years, highlighting any projects that were performed for local governments.
2. The county requires that Long-Term Financial Planning is a significant area of the vendor's expertise, and that the vendor has led the development of other major identifiable Long-Term Financial Plan processes in the recent past.

V. Staff Qualifications

1. Your proposal must include a list of names and qualifications of key personnel who will be involved with the county's project. Resumes must be included in the proposal. You must state your plan for ensuring the continuity of staff throughout the duration of the project.

VI. Statement of Costs

1. All costs associated with the proposal must be stated in full, breaking down the summary of costs (i.e. total hours, personnel costs, and expense costs).

2. Explicitly describe equipment, hardware and software the county must provide for this project.
3. Describe how much workspace you require on-site and any other special arrangements the county will be expected to accommodate.
4. Please note that total billing cannot exceed the proposed amount listed in your proposal.

VII. Minimum Requirements

1. Meet all tasks as outlined in Scope of Work.

VIII. Information/Instructions to Proposers

1. Clatsop County will not be liable for any costs incurred by proposers prior to issuance of an agreement, contract, or purchase order. All proposals and related documents will become the property of Clatsop County.
2. The county's Contract Administrator is Monica Steele, Budget & Finance Director.
3. **The proposal must be signed by a person authorized to bind the proposer to the proposal.**
4. Agreement for Professional Services: A SAMPLE agreement for Personal/Professional Services is included in the RFP documents as **Exhibit A**. If a contract is awarded, it is anticipated that the personal/professional services agreement will closely approximate this document to include in "supporting documents". The "supporting documents" will include, but are not limited to, the RFP document, the proposer's written proposal, and any required certificates and all other documents incorporated by reference therein. **Firms taking exception to any of the contract terms should indicate the same in their proposals or their exceptions will be deemed waived.**
5. Fee Structure:
 - a. The contractor shall be paid a fixed fee for the project. Progress payments can be made to the contractor at reasonable intervals on achievement of measurable progress.

- b. A fee schedule shall be furnished listing the hourly rates for any staff to be assigned to Clatsop County projects.
 - c. The county will reimburse the contractor for reasonable and necessary out-of-pocket and other related expenses. The county reserves the exclusive right to make the determination of reasonableness and necessity and will negotiate a not to exceed amount for reimbursable expenses.
6. Clatsop County reserves the right to:
- a. Reject any or all proposals or any portion thereof, or to select the proposal which, in its sole opinion, is in the best interest of the county. Proposals are subject to rejection if any omissions, conditional proposals, or irregularities of any kind exist.
 - b. Accept a proposal and subsequent offers for contract from other than the lowest cost proposed.
 - c. Consider proposals or modifications received at any time before the award is made, if such action is in the best interest of the county.
 - d. Waive or modify any irregularities in proposals received, after prior notification to the proposer.
7. Equal Employment Opportunity/Affirmative Action Policy
- a. It is the policy of Clatsop County to promote equal opportunity to all persons regardless of race, color, religion, national origin, gender, age, or handicap, in respect to employment, housing, and public services facilities and accommodations. This policy is reinforced by obligations assumed by the county as a condition of receipt of federal and state funds. This policy thus becomes an obligation, which must be assumed by the contractor as well.

IX. Required Proposal Submittals

1. To be considered for this project, 1 original and 9 copies of each proposal must be submitted to the attention of Clatsop County Budget & Finance Department, 800 Exchange Street Suite 310, Astoria OR 97103. Envelope should be clearly marked: Long-Term Financial Plan. No email or facsimile proposals allowed.
2. Each submittal shall contain the following:
 - a. The legal name of the firm, address, telephone, and email; as well as the name of the person whom correspondence and inquiries should be directed to;

- b. A detail statement of the firm's qualifications and experience providing Long-Term Financial Planning. Specific experience with developing a municipal government Long-Term Financial Plan shall be discussed.
 - c. A list of principal(s) assigned to the county together with a statement of their expertise as demonstrated by direct experience in providing Long-Term Financial Planning. Your proposal must include a list of names of qualifications of key personnel who will be involved with the county's project. Resumes must be included as attachments to your proposal. You must also state your plan for ensuring the continuity of staff throughout the duration of the project.
 - d. At least five (5) references from municipal governments relating to the Long-Term Financial Plans completed in the last three (3) years. Give name(s) of government's contact person(s), phone number, email, and nature of the project. Preference is for Oregon references.
 - e. A statement of how the firm will provide services and address the scope of work of the RFP in **Section II**. This should include a discussion of how the firm works with a client, reports provided, responsibilities assumed by the firm, and the firm's expectation of what the county would provide during a project.
 - f. A fee schedule for hour rates for all staff to be assigned to the contract.
 - g. A statement disclosing whether this firm or any of its staff who would work on this contract have ever been sued or been subject to professional discipline in connection with Long-Term Financial Planning for any client. If such lawsuits or disciplinary actions have occurred, please summarize the allegations and indicate the outcome of the proceedings.
 - h. A statement of insurance coverages the firm has in effect or can obtain for this agreement.
 - i. Any supplementary information or material.
3. Deadline for receipt of all proposal submitted shall be physically received no later than September 23, 2016. In order to be considered for selection, proposals must arrive at the Budget & Finance Department on or before this date. Proposers mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals.

Selection Process & Evaluation Criteria

1. An evaluation team will evaluate all proposals received.
2. Interviews may be conducted with the top proposers.



CLATSOP COUNTY, OREGON
800 Exchange Street, Suite 410
Astoria, Oregon 97103
An Equal Opportunity Employer

Contract No. _____

PERSONAL/PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is by and between Clatsop County (“County”) and _____ (“Contractor”). Whereas County has need of the services which Contractor has agreed to provide; NOW THEREFORE, in consideration of the sum not to exceed \$ _____ to be paid to Contractor by County, Contractor agrees to perform between date of execution and _____, inclusive, the following specific personal and/or professional services:

(Attach additional information as Attachment A if appropriate or necessary).

Payment Terms: *(lump sum, monthly installments, progress payments, etc. - Attach additional information as Exhibit B if appropriate):*

- 1. COMPLETE AGREEMENT.** This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
- 2. WRITTEN NOTICE.** Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed.
- 3. GOVERNING LAW/VENUE.** This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of County shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of County according to law.
- 4. COMPLIANCE.** Contractor shall comply with all applicable Federal, State, and local laws, rules and regulations. All provisions of ORS 279B.220-235 (Public Contracts and Purchasing) are incorporated herein to the extent applicable to personal/professional service agreements. Specifically, Contractor shall:
 - a. Promptly pay, as due, all persons supplying labor and material for the prosecution of the work provided of in such contract. If Contractor fails to pay any such claim, County may pay the claim and charge the payment against the funds due Contractor, pursuant to ORS 279B.220;
 - b. Pay any required contributions due the Industrial Accident Fund incurred in the performance of

the contract;

- c. Not permit any lien or claim to be filed or prosecuted against County, on account of any labor or material furnished by Contractor;
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167;.
- e. Not employ any person more than 10 hours a day, or 40 hours a week, unless permitted under ORS 279B.235, and any employee working over 40 hours per week shall be paid overtime as provided in ORS 279B.235.
- f. Pay promptly, as due, any payment for medical surgical or hospital care furnished to employees of Contractor, pursuant to ORS 279B.230.
- g. If Contractor is a subject employer, Contractor will comply with ORS 656.017.

5. JUDICIAL RULINGS. If any provision of this-as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.

6. INDEPENDENT CONTRACTOR. Contractor, in carrying out the services to be provided under this Agreement, is acting as an "independent contractor" and is not an employee of County, and as such accepts full responsibility for taxes or other obligations associated with payment for services under this Agreement. As an "independent contractor", Contractor will not receive any benefits normally accruing to County employees unless required by applicable law. Furthermore, Contractor is free to contract with other parties, on other matters, for the duration of this Agreement.

7. INDEMNIFICATION. Contractor shall save harmless, indemnify, and defend County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this Agreement to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

8. INSURANCE. Contractor shall purchase and maintain at Contractor's expense, Comprehensive General Liability, Automobile Liability, and Professional Liability insurance. This insurance is to provide separate coverage for each of the required types of insurance at a minimum of \$600,000 for property damage and minimum of \$700,000 per person for bodily injury and no less than \$1,400,000 for each occurrence. In addition, all such insurance, with the exception of Professional Liability, shall name County, its Commissioners, employees and agents, as an **Additional Insured**. A copy of the policy or certificate of insurance acceptable to County shall be submitted to County. Some, or all, of the required insurance may be waived or modified if approved by County's counsel as follows:

_____ (approved by County Counsel)

_____ (Contractor's Initials)

9. WORKER'S COMPENSATION. Contractor shall comply with ORS 656.017 for all employees who work in the State of Oregon. If Contractor hires employees, he or she shall provide County with certification of Worker's Compensation Insurance, with employer's liability in the minimum of \$100,000.

10. NONDISCRIMINATION. No person shall be subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, marital status, age or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination or suspension in whole or in part by County.

11. TERMINATION OF AGREEMENT. This Agreement may be terminated under the following conditions:

- a. By written mutual agreement of both parties. Termination under this provision may be immediate.
- b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate.
- c. Immediately on breach of the contract.

12. SUBCONTRACTING/NONASSIGNMENT. No portion of this Agreement may be contracted to assigned to any other individual, firm, or entity without the express and prior approval of County.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/23/2008

PRODUCER

Aon Risk Insurance Services West, Inc.
Los Angeles CA Office
707 Wilshire Boulevard
Suite 2600
Los Angeles CA 90017-0460 USA

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

PHONE: (866) 283-7122 FAX: (847) 953-5390

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	National Union Fire Ins Co of Pittsburgh	19445
INSURER B:	Insurance Company of the State of PA	19429
INSURER C:	Lexington Insurance Company	19437
INSURER D:	American International Specialty Lines	26883
INSURER E:		

EXHIBIT B SAMPLE

SIR: May Apply

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LIMITS SHOWN ARE AS REQUESTED

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCLR <input checked="" type="checkbox"/> X,C,U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	GL1982538	10/01/08	10/01/09	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
						MED EXP (Any one person)	\$100,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON OWNED AUTOS	CA8263140	10/01/08	10/01/09	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	
						OTHER THAN AUTO ONLY: EA ACC AGG	
C		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$50,000	2213731	10/01/08	10/01/09	EACH OCCURRENCE	\$5,000,000
						AGGREGATE	\$5,000,000
B	B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC4990695 WC4990697	10/01/08 10/01/08	10/01/09 10/01/09	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE-POLICY LIMIT	\$1,000,000
D		OTHER Contractor Prof	COPS1952583 Prof/Polli Liab	10/01/08	10/01/09	Each claim	\$5,000,000
						Aggregate	\$5,000,000
						Deductible	\$250,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Stop Gap coverage for the following states: OH, ND, WA, WV, WY, PR, USVI.

CERTIFICATE HOLDER

Clatsop County
Attn: Sandy Meshke
800 Exchange St., Ste. 310
Astoria OR 97103-4641 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Aon Risk Insurance Services West, Inc.

Holder Identifier :

Certificate No. 570031351371