



OFFICE OF THE CITY MANAGER

411 Main Street – 3rd Floor (530) 896-7200
P.O. Box 3420 Fax (530) 895-4825
Chico, CA 95927 <http://www.ci.chico.ca.us>

March 20, 2017

REQUEST FOR QUALIFICATIONS COST REDUCTION AUDIT SERVICES

The City of Chico, California (City) is seeking qualified consultants (firms/individuals) for the provision of cost reduction auditing services with the goal of reducing expense categories through the identification of overcharges, unused or unneeded services, billing errors and other cost containment strategies.

If you are interested in providing such cost reduction auditing services please submit a Statement of Qualifications (SOQ) in PDF format to the City of Chico, City Manager's Office via email to Management Analyst Debbie Collins at debbie.collins@chicoca.gov **no later than 4:00 p.m. on Monday, April 3, 2017.**

SCOPE OF SERVICES

Consultants responding to this Request for Qualifications (RFQ) shall have knowledge and experience in the analysis of a variety of expense categories to include, but not limited to, utility services (power, gas, water), telecommunications, and office automation/document management. Experience working with California municipalities and vendors is also desired. Any agreement resulting from this RFQ will allow for a phased approach initially evaluating one expense category with the potential to expand the project to other categories at the option of the City.

STATEMENT OF QUALIFICATIONS (SOQ) CONTENT AND SUBMITTAL

1. Introductory Cover Letter – a brief description of the consultant; the typical services provided; and the attributes that set you apart from others offering the same or similar cost reduction auditing services.
2. Professional Qualifications, Experience and Approach – please include the following:
 - a. The full name, address and type of business entity (e.g. California corporation, partnership, individual Doing Business As [name]);
 - b. The name, title, telephone number, and e-mail address of: (1) the individual with legal authority to sign an agreement on behalf of the consultant; and (2) the individual that will be the City's primary contact, if different;
 - c. A brief description of the professional qualifications and experience of the consultant and staff that clearly demonstrates the consultant's ability to successfully deliver the services described in this RFQ; and
 - d. The consultant's approach to completing a cost reduction audit, such as the field and office work required. Please note that due to limited city resources the selected consultant will act as the project manager for all aspects of the project and will, to the extent possible, minimize city staff involvement.
3. Standard Compensation Methodology – provide a detailed description of the consultant's standard compensation methodology. The City is interested all varieties of compensation methodologies to include but not limited to, results based, share based, and lump sum.

4. Work Product Sample – One of the City’s primary areas of interest is the telecommunications expense category. Please provide a sample report, using fictional data, that models a report the City can expect to receive from the consultant after conducting a telecommunications audit.
5. References – The names, telephone numbers and email addresses for three clients’ whose projects were successfully completed within the last three years that the City may contact.
6. Submittal – Submit your Statement of Qualifications (SOQ) in PDF format to the City of Chico, City Manager’s Office via email to Management Analyst Debbie Collins at debbie.collins@chicoca.gov **no later than 4:00 p.m. on Monday, April 3, 2017.**

INSURANCE REQUIREMENTS

At a minimum the successful consultant will be required to obtain professional liability (errors and omissions) insurance, with a minimum \$1,000,000 limit, from one or more U.S. domiciled insurance companies licensed to do business in the State of California with an A.M. Best Company rating of “B” or better providing coverage for services rendered to City. Said insurance coverage shall be evidenced by a certificate of insurance which shall be executed by an authorized official of the insurer(s). In addition to the limits of coverage described above, the certificate of insurance shall provide that the insurer shall provide to City at least 30-days prior notice of cancellation or material change in coverage, or 10-days prior notice of cancellation for non-payment.

CRITERIA FOR CONSULTANT SELECTION PROCESS

Primary regard will be given to the technical competence and ability of the consultant as demonstrated in the SOQ and by successful prior experience with similar projects. Compensation methodology will be a consideration but is not the sole criterion. The consultant’s willingness and ability to coordinate with City staff as well as the general quality and thoroughness of the SOQ will be considered.

ADDITIONAL CONDITIONS

The successful consultant will negotiate in good faith with the City to determine the services to be provided, mutually acceptable compensation terms and other provisions to be incorporated into a Professional Services Agreement.

All businesses engaging in transactions within Chico's city limits are required to have a current business license. As such, the successful consultants will be required to obtain a City of Chico Business License.

The City reserves the right, in its sole discretion, to reject any SOQ which fails to meet the requirements outlined in this RFQ in any respect, to reject all SOQs for any reason whatsoever and to waive minor irregularities in any SOQ. Acceptance by the City of any SOQ submitted pursuant to this RFQ shall not constitute any implied intent to enter an agreement for services. Consultant is solely responsible for all costs incurred responding to this RFQ. Any award of an agreement for services, if awarded, will be made to the consultant that is best qualified and responsive in the opinion of the City.

If you have any questions regarding this RFQ please feel free to contact me at debbie.collins@chicoca.gov or (530) 896-7204.

Deborah M. Collins, Management Analyst