



Finance Department

Purchasing Division

**REQUEST FOR PROPOSALS (RFP)  
Specification No. 21-11441-C  
FOR  
Finance Department Consultant  
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "A"**  
3/22/2021

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on Thursday, March 25, 2021.**  
Responses should be emailed to the address below, with "**Finance Department Consultant**" and **Specification No. 21-11441-C** clearly indicated in the subject line of the email.

**Email Proposals To:**  
City of Berkeley  
Finance Department/General Services Division  
[purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info)

Proposals/bids will not be accepted after the date and time stated above. Incomplete bids that do not conform to the requirements specified herein will not be considered.

Thank you for your interest in working with the City of Berkeley for this service. We look forward to receiving your response.

Sincerely,

Darryl Sweet, MSCM, CPSM  
General Services Manager



**Finance Department**

Purchasing Division

**Addendum “A”**

**Questions and Answers for Specification No. 21-11441-C  
Finance Department Consultant**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 21-11441-C**, Finance Department Consultant. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

Q1: A separate cost proposal is contemplated. Is there a specific format or content for the cost proposal needed?

A1: No, unit rates will be suitable for pricing proposals.

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Q2: For the overall proposal format, on page 1, it appears that the City may award all or parts of the contract to several bidders, not select any bidders and / or resolicit the proposals. Yet on page 2, the RFP’s purpose is to receive proposals for a professional consultant. If we are to bid on all, or parts of the contract, in what order of presentation does the City desire a response?

A2: The City wants the proposer to bid on and be able to perform all tasks as described in the scope of work.

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Q3: Has the City engaged in the services described in the Scope of Services prior to this RFP? If yes, if currently being provided, is the current provider allowed to bid on these services?

A3: No. Not this particular scope of work. The City has utilized temporary service agencies or internal resources to perform these functions

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Q4: Why is the City engaging in the services listed at this time?

A4: The City is engaging for these services because the Accounting Manager position is vacant, and there is a lack of resources to complete these tasks.

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Q5: Does the City have a budget for these services for the current fiscal year?

A5: The current budget for these services is \$100,000.

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Q6: How many fiscal years does the City desire the services?

A6: Hopefully one fiscal year; until an Accounting Manager is hired permanently.

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Q7: Additionally, on the Scope of Services (Part II): On item 2, is training to be engaged for the Director of Finance (and presumably staff) in person or is remote training possible, given the constraints due to the COVID pandemic?

A7: It could be both. The City will determine the method and timing. There is a possibility that city buildings will be re-opened during the period of this engagement.

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Q8: On item 3 (and perhaps 4), what is the approximate timetable for the 2021 Annual Comprehensive Financial Report (as renamed by the GASB)?

A8: Target date is prior to 12/31/2021.

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Q9: On item 3, are there any comments available from the City's 2019 Annual Comprehensive Financial Report that were not implemented for the City's 2020 report as published on December 31, 2020?

A9: No.

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Q10: On item 4, the Consultant is to act in an advisory capacity to the Accounting Division to: conduct or support financial studies; develop and review reports of findings, alternatives and recommendations; and ensure the timely, accurate and professional completion of necessary financial reports, research, analyses, plans and publications..." How does the City envision the Consultant's role in ensuring the timely completion of financial reports?

A10: Envisioned as a collaborative role through collaboration with the Accounting Division staff to ensure completion all of the required reports.

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Q11: Does the City require the perspective firm(s) to be registered municipal advisors or registered investment advisors?

A11: No.

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Q12: Is the City also seeking not only a registered municipal advisor but also a legal or legislative counsel?

A12: No.

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Q13: Also, on item 6, will the Consultant attend legislative meetings of the California Society of Municipal Finance Officers to stay current with state legislation? Please also describe if the City maintains strong ties with the League of California Cities.

A13: No, attending CSMFO meetings is not required of the consultant. Yes, the city maintains strong ties with the League of California Cities.

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Q14: On item 10, what is the frequency of meetings during an audit cycle that consultants would be asked to attend?

A14: Once per month.

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Q15: On item 12, if provided previously, what was the level of staffing provided to the City from a consultant(s)?

A15: Staffing level necessary to perform whatever functions were required to ensure completion to City standards.

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Q16: What is the pricing format that the City desires? Should it be hourly rates by service by professional level?

A16: Provide pricing using hourly rates; yes, delineate the rates by professional level.

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Q17: It appears that attachments B through G are to be originally signed with blue ink. Yet the proposal is to be submitted electronically. Please clarify.

A17: Emailed submissions should be signed. Proposers should sign their proposal, scan it, and email as part of the PDF submission as indicated in the instructions. Original blue ink submission is not required.

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Q18: Please describe the current status of implementation of GASB Statement No. 84, Fiduciary Activities and the related Statement No. 97, Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans.

A18: GASB Statement No. 84-The City has already implemented all its requirements  
GASB Statement No. 97-It does not apply to the City

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Q19: Please describe the current status of implementation of GASB Statement No. 87, Leases and the related GASB Statement Nos. 94 and 96, respectively. Has a project manager been named and is the City contemplating software as part of the implementation? What would be the consultant's role in the implementations?

A19: GASB Statement No. 87-To be implemented in FY2022. In the beginning stages of research. GASB Statement No. 94-To be implemented in FY2023. No work has been done currently. GASB Statement No. 84-To be implemented in FY2023. No work has been done currently.

The consultant role will be to understand the statements and the standards and help the Accounting Division implement them.