



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 3, 2021**

FROM: FINANCE DEPARTMENT **WARDS: ALL**

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH FIFTH ASSET INC. (DBA DEBTBOOK) TO PROVIDE DEBT COLLABORATION SOFTWARE AWARDED UNDER RFP NO. 2085 FOR AN INITIAL TERM OF THREE YEARS IN AN AMOUNT OF \$57,750 WITH THE OPTION TO EXTEND THE AGREEMENT FOR TWO ADDITIONAL ONE-YEAR TERMS – SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$17,127 FOR FISCAL YEAR 2021-2022

ISSUES:

Approve the Professional Consultant Services Agreement with Fifth Asset Inc. (dba DebtBook) of Charlotte, NC. to provide Debt Collaboration Software awarded under RFP No. 2085 for an initial term of three years for \$57,750 with the option to extend the agreement for two additional one-year terms; and approve a supplemental appropriation in the amount of \$17,127 for Fiscal Year 2021-2022.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Services Agreement with Fifth Asset Inc. (dba DebtBook) for an initial term of three years in an amount of \$57,750;
2. With at least five affirmative votes, approve a supplemental appropriation in the amount of \$17,127 via transfer of existing funds from the Special Deposits Fund to the General Fund, Finance Department; and
3. Authorize the City Manager, or his designee, to execute the agreement and all extension options with Fifth Asset Inc. (dba DebtBook) subject to the availability of funds, including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside manages a complex \$2 billion municipal debt portfolio consisting of Capital Leases, Lease Revenue Bonds, General Obligation Bonds, Certificates of Participation, Fixed and Variable Rate Revenue Bonds, Private Placement Loans, Interfund Loans, Letters of Credit, Mello Roos, and Assessment District Bonds. The debt is paid out of various Governmental,

Proprietary, and Fiduciary Funds and is allocated across both funds and department cost centers based on project percentage funded by the issuance.

Historically, the City has relied upon using a variety of Excel spreadsheets for tracking and reporting requirements. However, this method can be time-consuming and allows for human error to occur. Due to the complexity and legal obligations surrounding the debt portfolio, the City issued RFP No. 2085 for Debt Collaboration Software in March 2021 and Fifth Asset Inc. (dba DebtBook) was the highest scored proposal.

DISCUSSION:

RFP No. 2085 was developed in conjunction with the Finance and Innovation & Technology (IT) Departments. The primary purpose of the RFP was to seek a company that could provide a reliable and secure data platform to track and share information related to the City's large and complex debt portfolio. Rather than continuing to rely on spreadsheets, it is vital that the City be able to share a single, comprehensive data source with other City departments, auditors, and advisors. The ability for multiple staff and consultants to collaborate within the system is crucial. Additionally, the City requested a company that was able to provide software implementation services for all of the outstanding debt issuances, including refunding, so that the system itself could be fully utilized.

RFP No. 2085 was posted on March 23, 2021 through the Planet Bids website for 23 days. A total of twenty prospective bidders registered for the RFP. The RFP closed on April 15, 2021 with two proposals received and deemed responsive. An Evaluation Committee consisting of staff from the Finance and IT departments reviewed and scored both proposals received based on vendor experience, qualifications, references and approach, and methodology. The evaluation process resulted in Fifth Asset Inc. (DebtBook) as the highest scored proposal and Emphasys Computer Solutions Inc. ranked number two. Staff recommends approval of the Professional Consultant Services Agreement with Fifth Asset Inc. (dba DebtBook).

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 23256.

FISCAL IMPACT:

The total fiscal impact of the action is \$92,750 which includes two optional one-year extensions at \$17,500 annually. The fiscal impact for Fiscal Year 2021-2022 is \$22,750. Funds in the amount of \$5,623 are available in the General Fund, Innovation & Technology Department Software Maintenance and Support account number 2415000-424310, and \$17,127 in the Special Deposits Fund, account number 0000720-225087. Upon Council approval, \$17,127 in deposits will be transferred and appropriated to the General Fund, Finance Department Software Purchases/Licenses account number 2302000-425700. Appropriations for future fiscal years will be included in the budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by:	Heidi Schrader, Debt & Treasury Manager
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Kris Martinez, Interim Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Agreement
2. Bid Award Recommendation