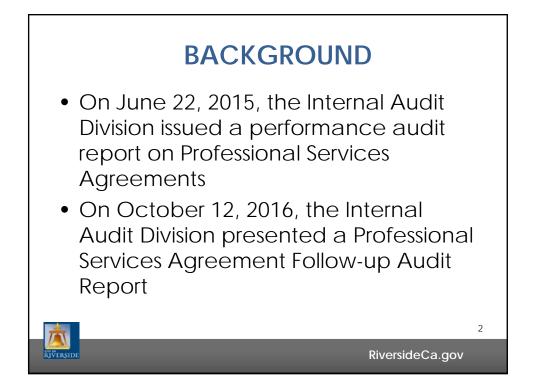


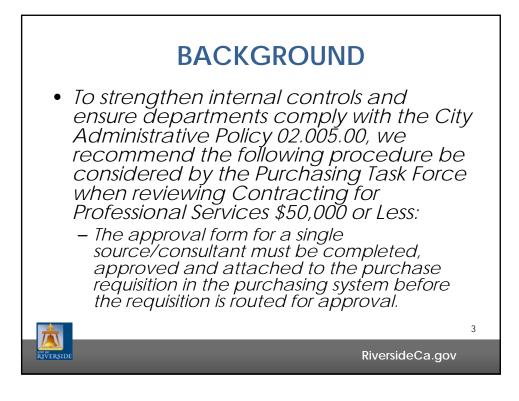
Professional Services Agreement – Audit Follow-up

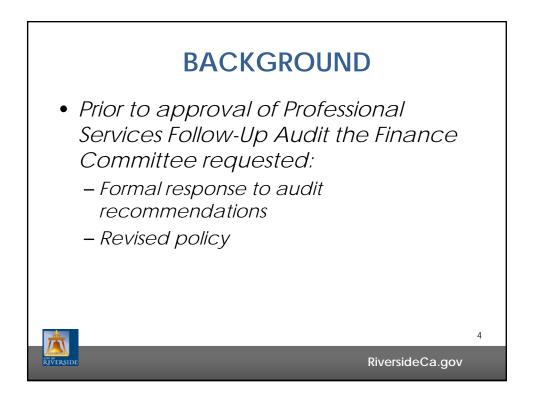
Finance Department

Finance Committee November 9, 2016

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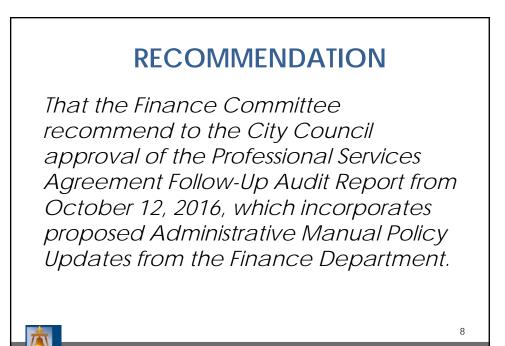


CURRENT VS REVISED POLICY	
CURRENT PROFESSIONAL SERVICES PROCESS	PROPOSED CHANGES
PHASE 1: NEED IDENTIFIED	PHASE 1
 City Department Identifies Need: Requests City Manager approval for a sole source, if needed Prepares a Request for Proposal (RFP), if not utilizing sole source 	 Require issuance of requisition prior to issuance of RFP and/or receipt of sole source Verify Insurance requirements or changes from City standards
PHASE 2: PROVIDER SELECTED	PHASE 2
 City Department selects service provider: Grades RFP or utilizes sole source approval Works with City Attorney's Office to draft an agreement Works with City Clerk's Office on Conflict of Interest Forms Works with Finance Department/Risk Management to certify insurance requirements 	 Require all RFPs over \$25,000 to be posted to the City's Online Bidding website Establish a general rule that all services under \$25,000 should utilize a Services PO, which would expedite the process.
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CURRENT VS REVISED POLICY	
PHASE 3: APPROVALS	PHASE 3
 City Attorney's Office signs agreement as, "Approved to Form" Finance Department Signs agreement as, "Availability of Fund" Department Head (\$25,000 and under), City Manager (Up to \$50,000), and City Council/RPU Board (Over \$50,000) 	 No changes, except for services procured under \$25,000
PHASE 4: REVIEW AND TRACKING	PHASE 4
 City Clerk's Office reviews/validates insurance on file, ensures business license is up to date, and all prior approvals are valid City Clerk's Office signs agreement as to, "Attest" City Department issues a requisition with all documentation (agreement, sole source, bids, etc.) Finance Department reviews requisition and issues a purchase order (PO) 	 City Department updates requisition with updated bid documents, sole source Finance Department approves PO and issues agreement a contract number (Finance Department is currently in the process of implementing a contact management module for the existing financial system)
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PURCHASING TASK FORCE

- On August 10, 2016, the Finance Department presented an overview of a new Purchasing Task Force to address the entire purchasing process, including services, and related administrative policies.
- The Purchasing Task Force is scheduled to provide its recommendations to the Finance Committee in early 2017. Any changes to the proposed changes noted in this report will be brought forward at that time.



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