



## Independent Performance and Financial Expenditures Review - Professional Services Agreements

### Internal Audit

City Council  
February 7, 2017

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## BACKGROUND

On July 25, 2015 the City Council endorsed the Performance and Financial Expenditure Audit Program.

The departments approved for the FY2016/17 review are the Police Department, Museum & Cultural Affairs, the Mayor's Office and the City Manager's Office.



2

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## REQUESTS FOR PROPOSALS

On October 18, 2016 the City Council approved, at staff's recommendation, the scopes of work for the independent Performance and Financial Expenditure Audits, and

Directed staff to proceed with solicitation of consultants through a Request for Proposals for the Police Department, Museum & Cultural Affairs, the Mayor's Office and the City Manager's Office.



3

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## REQUESTS FOR PROPOSALS

On December 13, 2016 the City Council approved the reallocation of \$75,000, at staff's recommendation, to hire a consultant for the Museum to assist in developing a plan to gain accreditation by the American Alliance of Museums.

On November 1, 2016, Requests for Proposals were issued for independent reviews of the Police Department (RFP1651), the Mayor's Office and the City Manager's Office (RFP 1663).



4

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## REQUESTS FOR PROPOSALS

The following firms submitted proposals:

Firm	Police RFP 1651	Mayor/City Manager RFP 1663
Berkshire Advisors	X	
CGR Management Consultants	X	X
Harvey M. Rose Assoc. LLC		X
Hillard Heintze	X	
Matrix Consulting Group	X	X
MGO		X
Police Foundation	X	

5



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## CONTRACTS

A panel of City management staff reviewed and ranked all proposals; interviews were conducted and references checked. The panel recommends:

Department	Firm	Not to Exceed Amount
Police Department	Hillard Heintze	\$342,000
Offices of the Mayor & City Manager	Matrix	\$85,000
	<b>Total</b>	<b>\$427,000</b>

6



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## TIMELINE FOR REVIEWS



Staff and consulting firms expect engagements to commence in mid-February, 2017, with final reports presented to the City Council in June 2017.

The Internal Audit Manager will serve as project manager.



7

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## RECOMMENDATIONS

That the City Council:

1. Approve a Professional Services Agreement with Matrix Consulting Group in an amount not to exceed \$85,000;
2. Approve a Professional Services Agreement with Hillard Heintze in an amount not to exceed \$342,000;



8

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## RECOMMEDATIONS

3. Authorize a supplemental appropriation in the amount of \$52,000 from the Police Department Asset Forfeiture Account, to fully fund the contract costs ; and
4. Authorize the City Manager, or his designee, to execute the Agreements.

