

BEFORE THE METRO COUNCIL CONTRACT REVIEW BOARD

RESOLUTION OF METRO COUNCIL, ACTING)
AS THE METRO CONTRACT REVIEW BOARD,)
FOR THE PURPOSE OF APPROVING A SOLE)
SOURCE CONTRACT FOR THE COLLECTION)
AND ANALYSIS OF FINANCIAL TREND)
DATA

RESOLUTION NO. 07- 3881

Introduced by Metro Auditor Suzanne Flynn,
with the concurrence of Council President
David Bragdon.

WHEREAS, pursuant to ORS 279A.060 and Metro Code 2.04.010 the Metro Council is designated as the Public Contract Review Board for the agency; and

WHEREAS, Metro Code 2.04.062 requires Council approval for contracts awarded without competitive bidding when it has been determined that the goods or services are available from only one source; and

WHEREAS, The Metro Auditor has determined that hiring an outside expert consultant to collect and analyze financial trend data for the past ten years is in the best interests of Metro; and

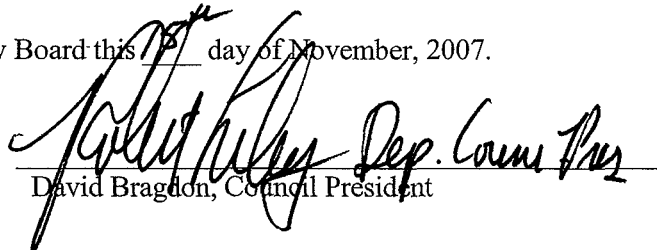
WHEREAS, under the direction of the Metro Auditor, the consultant will provide for the collection and analysis of financial trend data, and providing a report of recommendations and suggested best practices, with all work papers and documentation becoming the property of the Metro Auditor; and

WHEREAS, the Metro Procurement Officer believes that the specialized knowledge, experience and expertise of Judith DeVilliers warrants the use of a sole source contract, and that such action is in accordance with the Oregon Public Contracting Code dealing with sole source procurements (ORS 279B.075); and

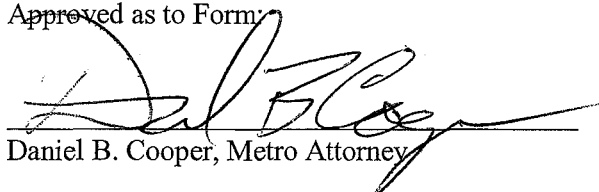
WHEREAS, Ms. DeVilliers possesses over twenty years of relevant experience, including extensive experience analyzing data based on standards established by the International City/County Management Association (ICMA). Working with other public agencies throughout the region, Ms. DeVilliers has developed a high level of expertise that would make it impractical to compete this contract.

BE IT RESOLVED that the Metro Council acting as the Public Contract Review Board authorizes the Metro Auditor to negotiate and execute a sole source contract with Judith DeVilliers for the purpose of collecting and analyzing financial trend data for Metro.

ADOPTED by the Metro Council Contract Review Board this 17th day of November, 2007.


David Bragdon, Council President

Approved as to Form:


Daniel B. Cooper, Metro Attorney

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 07-3881, FOR THE PURPOSE OF APPROVING A SOLE SOURCE CONTRACT FOR THE COLLECTION AND ANALYSIS OF FINANCIAL TREND DATA

Date: November 15, 2007

Prepared by: Darin Matthews

BACKGROUND

An outside consultant is needed to collect and analyze financial trend data for Metro under the direction of the Metro Auditor, with all work materials and deliverables becoming the property of Metro. Work will be performed based on recommendations issued by the International City/County Management Association (ICMA) and Generally Accepted Accounting Principles (GAAP). Consultant will provide recommendations to the Metro Auditor, including performance indicators based on best industry practices.

Judith DeVilliers has the required knowledge and expertise to perform this work, and Metro Auditor and Procurement Officer feel that she is uniquely qualified for this contract. Therefore, it is recommended that a sole source contract be awarded without a competitive RFP process.

The scope of services to be performed is included as Attachment 1.

ANALYSIS/INFORMATION

1. **Known Opposition** None known.
2. **Legal Antecedents** Metro Code 2.04.062, 2.04.010, ORS 279A.060, ORS 279B.075.
3. **Anticipated Effects** Procurement process will be expedited, allowing for a contract to be executed promptly and consultant can begin working with the Metro Auditor.
4. **Budget Impacts** The cost of these services is not anticipated to exceed \$6,000.

RECOMMENDED ACTION

Metro Council, acting as Public Contract Review Board, approves the use of a sole source contract with Judith DeVilliers.

Resolution 07-3881 – Staff Report, Attachment 1

Scope of Work

1. Collection and analysis of financial trend data based on ICMA recommendations for 10 years. Recommended funds to be included would be governmental activities – operations. ICMA does not include business activities such as MERC or solid waste. Also capital project funds and trust and agency funds are not included in operations. Work will proceed as outlined in statement of work below.
2. Approximate number of indicators and level of detail to be included to be no more than 15 indicators.
3. Information and data sources Metro Auditor will provide includes:
 - a. Metro budgets (11 years) FY98 – FY08
 - b. Metro CAFRs (10 years) FY98 – FY07
 - c. Financial policy FY07
4. All work papers, data analysis, documentation will be the property of Metro Auditor. Documentation will be in sufficient detail that Metro auditors can update indicators in future years.
5. Contractor will ensure that the Office of Metro Auditor can meet generally accepted government auditing standards related to analytical work conducted. Work will be referenced back to supporting documents. Contractor will be available during the internal control process to address questions and will supply documentation of meeting GAGAS competency standard.

Financial Condition Report Statement of Work

Step 1 - Preliminary analysis and review to determine indicators to include in the report.

Recommendation will be based on ICMA criteria, relevance to Metro, and availability of data I CAFRs, budgets, and other published sources.

Deliverable would be a report/list of recommended indicators to include the following:

1. Relevance and criteria for including (or not) and would suggest best practice or other evaluation criteria.
2. Proposed data source for each indicator.
3. Formulas for aggregation or other needed calculations.

Step 2 – Data collection for indicators selected for reporting.

Data would be for 10 years, from FY97-98 – FY06-07 and would include the following. Note the work papers and analysis would be designed to facilitate subsequent updating in future years. All documentation, analysis and worksheets are the property of Metro Auditor.

1. Documentation for all sources as required for quality controls under GAAP.
2. Document and explanation for all formulas and calculations to arrive at final trend amounts.
3. Document and explain any adjustments made to funds or accounts to provide consistency over the 10 year period.
4. Document quality control procedures to ensue accuracy of data and calculations.

Step3 – Data analysis and reporting.

Both of the above steps involve data analysis. Final data analysis would include the following for each indicator:

1. Comparison of trend to best practices (if any), Metro policy, or other criteria.
2. Narrative explanation for unexpected trends or anomalies in a trend.
3. Analysis of trends in relationship to each other and the overall financial condition.
4. Suggested recommendations, if any, to Metro.