

**RFP 2017-014 Comprehensive Financial Analysis
Questions and Answers**

1. **Your RFP asks for the firm's background and related experience in providing similar services to governmental organizations and the technical capabilities of the firm and, in particular, the firm's experience in preparing similar financial analysis services. Would it be permissible to include not only the firm's experience but the individuals experience for the subcontractors as well as for firm professionals?**

Yes, you can provide individuals/subcontractors experience. Experience listed should be attributed to the person or firm having such experience.

2. **The RFP requests in Section A the following "Alternative investment tools the Air District can utilize to maximize its fund in compliance with the California Health and Safety Code Section 40270-40276". The investment of funds is governed under California Government Code Section XYZ. However, we would look to best practices within the CGC using resources such as GFOA, CDIAC, and other industry guidance.**

- a. **Please provide additional clarity on your consideration of the Health & Safety Code Section and how it may relate to the District's General Fund reserve policies.**

The H&S 40270-40276 outlines financial provisions for the Air District, specifically addressing how debt is incurred, as well as, designating a Bay Area County Treasurer to maintain custody of Air District's funds. Selected consultant will need to take into account these provisions in their recommendations.

- b. **Has the District evaluated and is it considering long-term borrowing to fund its pension and post-employment obligations?**

The Air District has not evaluated long-term borrowing and we are not considering long-term borrowing to fund pension and post-employment obligations.

3. **The RFP requests an evaluation of options for prefunding its Pension / Other Post Employment obligation into a Section 115 Trust Fund. Have you been working with an outside advisor on establishing a Section115 Trust Fund and can you provide us with a summary of any recommendation made to date.**

As mentioned in the RFP, we are currently using CERBT to prefund Other Post Employment Obligations. At this time, we have no outside advisor and no recommendations.

4. **The RFP states that the "working papers" are the property of the District. However, industry guidance governs the control of working papers and accordingly they are the property of the firm and may be made available upon written request. Please advise.**

The Air District recognizes that its standard RFP language regarding working papers may not be relevant in this context but expects the selected firm to retain project related work papers and reports for a minimum of five (5) years.

5. **The RFP requests that the fully-burdened hourly rates be provided in the cost proposal. Is it anticipated that the travel and other out-of-pocket costs are not included in the fully-burdened hourly rates as we generally bill those costs separately unless requested otherwise.**

Travel expense and out-of-pocket expense can be listed separately.

- 6. Local Business Preference – Can the 5% local business preference be credited if the subcontractor is within the local jurisdiction of the District?**

Consideration of local business preference will be determined by the evaluation panel.

- 7. How many meetings are anticipated to take place within the 2 month limited time frame to have a final deliverable presented publicly?**

There will be at least 2 potential on-site meeting, one for the committee and one for the full board, if needed. There may be a need for at least two internal meeting with Air District staff which may occur remotely, if practical.

- 8. When does the final deliverable need to be print ready in order to meet the Board meeting dates?**

Within 2 weeks prior to the scheduled committee and/or board meeting.

- 9. Is the District based on its contracting and agenda schedule willing to negotiate on the final deliverable date?**

Yes

- 10. Is it anticipated that there will be a future solicitation after the deliverables to discuss implementation of the solutions presented?**

The Air District is unable to answer this question at this time. Future solicitation will depend on the outcome of the recommendations on whether such solicitation is needed.