



REQUEST FOR QUALIFICATIONS

SELECTION OF FINANCIAL CONSULTANT FOR THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG) PUBLIC LIABILITY ASSURANCE NETWORK (PLAN)

I. BACKGROUND

The Association of Bay Area Governments (ABAG) is a joint powers agency created by the cities and counties of the San Francisco Bay Area in 1961. Its function is to provide various services to its member jurisdictions with the objective of enhancing effectiveness in government, local control, planning for the future and cooperation on Bay Area-wide issues. ABAG is governed by an executive board, which is made up of member representatives. At present, all nine counties and 100 of the 101 cities in the Bay Area are ABAG members. In addition, numerous special districts and out-of-the-region cities are non-voting cooperative members.

ABAG PLAN Corporation

Formed in 1986, ABAG PLAN Corporation is a risk-sharing pool of 31 cities and towns in the San Francisco Bay Area. PLAN provides property, liability and crime coverage to 31 cities and towns in the Bay Area. Over the past 24 years, the PLAN has grown to exceed \$50 million in assets and has returned over \$20 million in dividends to its members. ABAG PLAN has saved its members over \$70 million in premium since inception. In addition, the SHARP pool provides affordable Workers Compensation coverage to its member cities.

Additional information about ABAG PLAN can be found on our website at www.abag.ca.gov/plan.

ABAG PLAN's success has enabled its members to improve their organization's financial performance while improving their communities. By focusing on key areas of municipal exposure to loss and through emphasis of the cost benefits of our Risk Management grant program(s), we have assisted members in implementing loss control techniques to reduce losses in public playgrounds, parks, police operations and those related to sidewalks, sewers and trees.

Through ABAG PLAN, members have at their disposal, a wide array of resources to assist them in maintaining or improving the health and safety of their citizens and employees. ABAG and its members are working together to share resources and best practices that will help members rise to meet the challenges they face.



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ABAG PLAN Organizational Structure

ABAG PLAN is an operating enterprise within ABAG, along with several other enterprise funds (project based). ABAG controls the hiring of all personnel for each enterprise fund and all personnel are employees of ABAG. PLAN is provided dedicated resources (staff of 10) for Risk Management and Claims Administration. All other PLAN resources (HR, Administration, Finance, Systems and Legal) are shared resources and their cost is allocated back to the PLAN Administration fund, as indirect costs.

II. Services Required

We are seeking the services of a Financial Consultant/Accountant to review ABAG's internal cost allocation methodology, as it relates to PLAN Corporation direct and indirect costs to determine the overall reasonableness of this approach and to evaluate the long term implications of administrative costs to PLAN program pricing by comparing and contrasting to similar risk sharing (pool) organizations.

Please refer to attached scope of services required (Exhibit A).

III. Compensation

Submitter can be an independent, self employed contractor. No benefits are provided under this engagement. All services will be paid for on an hourly basis based on the scope of services approved by ABAG PLAN. Please include an estimate of the time (hours) required to complete the engagement, including an amount not to exceed figure based on the estimate. All costs are to be pre-approved and billed on an expended basis. Submitter will be responsible for payment of applicable state and federal income taxes.

IV. Time Frame

We are requesting a response to the Statement of Qualifications and a written summary of your firm's approach to this opportunity by **May 13, 2011**.

We are targeting **June 8th** as the date of completion of the study. Consultant's final analysis and recommendations are to be presented to ABAG PLAN BOD by **June 16th**.

Candidates may be invited to an interview at the ABAG Offices located at 101 Eighth Street, Oakland, CA, at their own expense.

This RFQ does not commit ABAG to award a contract.

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V. Other Requirements - Conflict of Interest

No employee, officer or agent of ABAG or its affiliated entities shall participate in selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. the employee, officer or agent;
- b. any member of his/her immediate family;
- c. his/her partner; or
- d. an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

Neither ABAG nor its affiliated entities' officers, employees or agents shall either solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

VI. What to submit

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following information:

- 1) Transmittal Letter – Transmittal letter covering highlights and unique features of your qualifications. Any special terms and conditions related to this request should also be summarized in this portion of the statement. Letter should include your office address.

One (1) page maximum

Statement of Qualifications – Provide a statement of qualifications allowing the candidate to accomplish the Scope of Services in this RFQ, drawing on past experience/work conducted by the applicant. This should include a menu of services and/or a description of all services to be provided along with an estimate of the time (hours) required to complete the engagement, including an amount not to exceed figure based on the estimate.

Three (3) pages maximum

- 2) Relevant Experience – Provide a summary of relevant experience over the last 7 years.

One (1) page maximum

- 3) Educational and Professional Background – Provide a summary of educational background, including academic degrees and professional certifications. Also include special professional and/or project experience.

One (1) page maximum

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- 4) List of Client References – Provide a list of clients to be used as references for your work, including contact name, address, telephone number, email address, nature of job and length of engagement.

One (1) page maximum

- 5) Standard Billing Information – Provide billing rates for relevant personnel and any subcontractors, including overhead charges.

One (1) page maximum

- 6) Examples of Work Product – Provide two documents or articles that clearly demonstrate your ability to perform the work as described in the Scope of Services document.

Brevity would be appreciated.

Please submit three (3) hard copies and one electronic copy of your statement package.

Responses are due in the ABAG Offices no later than Friday, May 13, 2011 @ 4:30pm.

Please allow sufficient time for delivery of hard copy and electronic submittals. ABAG intends to complete the review of materials received and select the consultant/contractor by May 20th.

VII. Where to submit

Hard copies can be mailed, or hand delivered to:

James Hill, PLAN Risk Manager
Association of Bay Area Governments
101 Eighth Street
Oakland, CA 94607-4756

Electronic reply/responses can be emailed to:

James Hill, PLAN Risk Manager
jamesh@abag.ca.gov

Questions may be directed to James Hill at (510) 464-7969, email jamesh@abag.ca.gov