

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

613



**FROM:** County Executive Office

**SUBMITTAL DATE:**  
August 5, 2004

**SUBJECT:** Selection of CGR Management Consultants to perform a Fire Department audit.

**RECOMMENDED MOTION:** That the Board of Supervisors authorize the County Purchasing Agent to negotiate and execute a professional services agreement on behalf of the County not to exceed \$99,920 with CGR Management Consultants, for a performance and management audit of the Riverside County Fire Department.

**BACKGROUND:** On June 8, 2004, The Board of Supervisors directed the Executive Office to solicit proposals for an independent expert audit of the County Fire Department. A request for proposals (RFP) was distributed to national and local organizations with expertise in assessing fire department operations. The RFP was also posted on the County Purchasing Department's internet website. The deadline for proposals was July 9, 2004.

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Rob Rockwell, Management Analyst

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 99,920	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	04/05

<b>SOURCE OF FUNDS:</b> Fire Department Budget	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION: APPROVE**

County Executive Office Signature 

Policy  
 Policy  
 Consent  
 Consent  
 Dept't Recomm.:  
 Per Exec. Ofc.:

**BOARD OF SUPERVISORS**

**FORM 11: Professional Services Agreement with CGR Management Consultants.**

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**BACKGROUND:**

Four proposals were received from: CGR Management Consultants, in conjunction with 9-1-1 Consulting; Emergency Services Consulting inc; Matrix Consulting Group; and, TriData, a division of System Planning Corporation. CGR Management Consultants presented the lowest of the four bids.

Staff from the Executive Office and the 3rd Supervisorial District, with assistance being provided by the Purchasing Department, reviewed and critiqued each proposal. The unanimous conclusion was to recommend CGR Management Consultants for the audit of the County Fire Department.

All four proposals were professionally prepared and met the County's bid specifications to be deemed responsive and responsible. CGR Management Consultants is recommended for possessing the following attributes: California based company; principal has strong accounting background; assistants have municipal fire experience and extensive California Department of Forestry background (for broad based understanding of both sides of the process - especially with knowledge of Schedule A contracts); shortest turn around of 5 months; and the lowest bid.

Based out of Piedmont, California, CGR Management Consultants has extensive governmental consulting and performance/management audit experience and 9-1-1 Consulting has extensive experience with fire services in California. Together, they make up a team of experts specifically tailored to meet the needs specified in the RFP

All references checked provided positive feedback.

The complete consultation/audit process will take up to five months from the date the agreement is executed to delivery of the final report. Attachment A is a complete overview of the project. We expect audit findings to be reported to the Board in January.

