

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR PROGRAM PRIORITIZATION BUDGET PROCESS
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

Sealed proposals will be received by the City Clerk, City Hall, 100 E. First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802 until 4:00PM (local time) on April 18, 2011 for furnishing Requests for Proposals for Program Prioritization Budget Process for the City of Grand Island. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposals. Contact the Finance Department at (308) 385-5444 ext. 169 for further information.

Proposals will be evaluated based upon qualifications and experience and fee structure. Proposals shall remain firm for a period of one hundred twenty (120) days after proposal due date. The City of Grand Island reserves the right to refuse any or all proposals and to select the proposal deemed to be in the City's best interest, at its sole discretion.

RaNae Edwards, City Clerk

**REQUEST FOR PROPOSALS
FOR PROGRAM PRIORITIZATION BUDGET PROCESS
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

**I.
GENERAL**

The City of Grand Island ("The City") is seeking proposals from qualified firms to serve as budget consultants for the Program Prioritization budget process for the fiscal years 2011/2012 and 2012/2013.

**II.
SCOPE OF WORK**

The selected consultant will be expected to provide advisory, analytical and facilitation assistance in the implementation of the third phase of the Program Prioritization process.

The selected consultant shall work with and at the direction of The City's Finance Director. Services required of the selected consultant may include, but not be limited to, the following:

- Integrate the City's financial forecasts into an interactive diagnostic tool to assist City Administration in presenting Grand Island's financial position (historical and forecasted) to elected officials, citizens, City staff, labor union representatives and other stakeholders.
- Integrate any one-time projects and initiatives for the City into an interactive diagnostic tool.
- Update the City's current allocation tool with current year data.
- Provide advisory assistance to City staff in refining program inventories and in reviewing and revising program scores.
- Recalculate weightings of result maps based on the most recent result validation exercise and refresh the allocation tool with the updated information.
- Develop and support the peer review process to validate program scores, prior to the final update of the allocation tool. This may include participation of City Council members and other external stakeholders along with City staff.
- Assist City Administration with the calculation of departmental target budgets to ensure resource allocation starts with available revenues.
- Provide training and coaching in the utilization of the allocation tool during the budget development process.
- Assist City Administration with the presentation of Fiscal Year 2011/2012 budget to demonstrate how the program prioritization process was used to enhance decision-making. This would include at least one presentation to Council.
- Explore ideas with City Administration for additional citizen engagement in future budget years.

- Specific support for the Fiscal Year 2012/2013 budget preparation is yet to be determined.

III. PROPOSAL CONTENT

To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

Background Information: Provide general information regarding your Firm.

Experience: Indicate the Firm's experience with the program prioritization budget methodology.

Budget Models: Describe the financial models that exist to assist in the preparation of the budget.

Proposed Fee Structure: Include the proposed fee structure for the services requested under this RFP.

Contract Document: Include a copy of the proposed contract document.

References: Provide three references including name, title, affiliation, address, telephone number and email address.

IV. EVALUATION CRITERIA

Consultants' submittals will be evaluated based on the criteria listed in this section. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews and reference responses. The City reserves the right to request additional information or documentation from the Firm in order to complete the selection process.

The evaluation criteria are as follows:

Qualifications and Experience	75%
Fee Structure	25%

Following the evaluation, the following steps may be taken:

1. Contract negotiations with one or more proposers will commence; or
2. (a) Request additional information from the proposer whose responses appear to have the greatest likelihood of success; and/or

- (b) Invite one or more proposers whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then
- (c) Begin contract negotiations with one or more proposers.

The City of Grand Island reserves the right to conduct reference checks, at either or both of the following two points of the evaluation process:

1. After proposals are evaluated, for the proposer with the highest-scoring proposal;
2. In the event that interviews are held, for the proposer with the highest-scoring proposal and interview.

In the event that information obtained from the reference checks reveals concerns about the proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, the City of Grand Island may, at its sole discretion, determine that the proposer is not a responsible proposer and may select the next highest-ranked proposer whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this RFP.

V. SUBMITTALS

Sealed proposals (one original and three copies), must be received not later than 4:00PM Central Daylight Savings time on April 18, 2011 at the following address:

City of Grand Island
Attn: RaNae Edwards
City Clerk
100 East First Street
Grand Island, NE 68801

Interested persons should submit their questions to the Grand Island Finance Director, Mary Lou Brown at (308)385-5444, extension 169.

No proposals received after the deadline will be considered. Faxed and emailed proposals will not be accepted. All proposals will become the property of the City of Grand Island and will not be returned to the proposer.

Proposals must remain firm for one hundred twenty (120) days from the proposal due date. The City of Grand Island reserves the right to reject any and all proposals, waive irregularities and to select the proposal that is deemed to be in the City's best interest, at its sole discretion.

Price is not the sole selection factor and will be considered together with other factors allowed under Nebraska Law. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility. All

responses, inquiries or correspondence relating to this RFP will become the property of the City of Grand Island. The City reserves the right to: reject any or all proposals or portions thereof, to waive irregularities therein, require modifications to initial proposals, negotiate and to accept a partial proposal, complete proposal or multiple proposals that may be in the best interest of the City, at its sole discretion.