

November 08, 2024

MISSION SPRINGS WATER DISTRICT

66575 Second Street

Desert Hot Springs, CA 92240

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COVER PAGE

Proposal for Management and Compliance Monitoring Services

Submitted by: Outsource Execs, LLC

82830 Logan Creek, Indio 92201

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Project Time Period: May 2024 – October 2028

Date Submitted: November 22, 2024

Experience and Qualifications

Outsource Execs, LLC is a leading provider of administrative, financial, and compliance solutions for public agencies and municipalities, with a particular focus on California's unique operational and regulatory landscape. Established in 2018 and backed by over 30 years of cumulative expertise, the firm is dedicated to delivering tailored services that meet the specific needs of water districts and other public entities.

Core Services:

- **Grant Management and Compliance:** Expertise in managing and maintaining compliance for funding programs from agencies such as the State Water Resources Control Board (SWRCB), South Coast Air Quality Management Board (SCAQMB), and Coachella Valley Integrated Water Resources Board (CVIWRB).
- **Financial Reporting and Budget Preparation:** Oversight of Government Finance Officers Association (GFOA)-compliant annual budgets, consolidated financial reports, and statistical sections that emphasize transparency and accuracy.
- **Data Management Solutions:** Development and implementation of database systems to streamline production metrics, and regulatory compliance.

Certifications:

- Small Business (Micro) Certified by the California Department of General Services.
- Minority/Woman Business Enterprise Certified by The Supplier Clearinghouse.
- Disadvantaged Business Enterprise Certified by Caltrans.

Commitment to Excellence:

Outsource Execs, LLC is driven by a commitment to transparency, efficiency, and client satisfaction. By leveraging decades of experience and a proven track record, the firm delivers high-quality services that ensure operational success, regulatory compliance, and financial integrity for its clients.

Whether managing complex grant programs, enhancing financial reporting practices, or implementing data-driven solutions, Outsource Execs, LLC is a trusted partner for sustainable, long-term success.

Key Personnel

Resumes of Ms. Ramos Amith and other team members are included in the Appendices. While Outsource Execs, LLC is fully capable of fulfilling the outlined scope in-house, we are prepared to engage subject-matter experts for specialized tasks if required.

Commitment to Excellence

Outsource Execs, LLC is committed to delivering results that align with MSWD's operational goals and compliance requirements. With our demonstrated expertise and local government experience, we are ready to provide seamless, high-quality services for this engagement.

Experience with California Local Municipalities

Outsource Execs, LLC has delivered exceptional results for public entities, including:

1. City of Indio Water Authority

- Scope: Administered multi-agency grant compliance, reporting, and budget oversight.
- Outcome: Secured the timely disbursement of millions in grant funds while maintaining 100% compliance with agency requirements.

- Contact: Human Resources

Address: 100 Civic Center Mall, Indio, CA 92201

Phone: 760-391-4000

2. City of Indio

- Scope: Managed GFOA-compliant Annual Budget Documents and Consolidated Financial Reports.
- Outcome: Received annual awards/recognitions for financial transparency and improved operational reporting.

- Contact: Human Resources

Address: 100 Civic Center Mall, Indio, CA 92201

Phone: 760-391-4000

3. Desert Healthcare District c/o ACT for MS

- Scope: Facilitated grant disbursement and compliance for community health initiative, ensuring timely financial reporting and adherence to funding requirements.
- Outcome: Successfully managed disbursement of \$250,000 with zero compliance issues.
- Contact: Susie Morales, Comptroller

Address: 73710 Fred Waring Drive, Palm Desert, CA 92260

Phone: 760-423-9855

Key Personnel Assigned to the Project

1. Lupe Ramos Amith – Project Lead (30 years)

- Role: Ms. Ramos Amith will serve as the primary point of contact and oversee all project activities, including grant compliance, financial reporting, and regulatory documentation. She will ensure that the project meets milestones, adheres to the budget, and aligns with MSWD's strategic objectives.
- Education:
Associate Degree in Accounting
Advanced Certification in Non-Profit Management, University of California Riverside
- Qualifications and Experience:
 - Over 30 years of expertise in public sector leadership, grant administration, and inter-governmental relations.
 - Proven success managing grants for the City of Indio and its Water Authority, overseeing strategic programs and compliance for budgets exceeding \$115 billion.
 - Extensive experience approving GFOA-compliant financial reports and managing complex regulatory requirements.

2. Jazz Oden – Database Specialist (10 years)

- Role: Miss. Oden will develop and manage data systems critical for regulatory compliance, and operational reporting. She will also lead efforts to design user-friendly tools for tracking metrics and ensuring seamless integration with MSWD's requirements.
- Education:
 - Associate's Degree in Radio Frequency Engineering, University of California, San Diego
- Qualifications and Experience:
 - Expertise in designing databases and developing operational reporting tools.
 - Successfully created custom database solutions for Caltrans District 4 Calmentor Program, streamlining reporting processes and improving compliance tracking by 30%.

3. Michael Flores – Accounting Specialist (10 years)

- Role: Mr. Lopez's expertise will ensure that MSWD's accounting functions are optimized for efficiency, accuracy, and compliance, supporting the District's broader goals of financial transparency and operational excellence. His efforts will facilitate smoother

financial management, regulatory adherence, and enhanced reporting capabilities for MSWD.

- Education:
 - Master's Degree in Business Administration/BS Accounting, PHD Pending
- Qualifications and Experience:
 - Military Veteran, United States Army
 - Demonstrated success in administrative initiatives to drive overall organizational success and performance
 - Utilizes specialized skills developed in the United States military and leadership skills to serve individuals, communities, and organizations.

Organizational Structure

Our team is structured to provide seamless service delivery, with clear lines of authority and well-defined roles to ensure efficiency. Outsource Execs, LLC operates with a streamlined and efficient organizational structure designed to deliver exceptional service and meet client objectives effectively. The company's structure prioritizes clear communication, accountability, and a collaborative approach to ensure successful project outcomes.

Lines of Authority

- The Project Lead will oversee all team activities, ensure the alignment of deliverables with MSWD's needs, and serve as the single point of contact for the District.
- Specialists and analysts will report directly to the Project Lead, ensuring accountability and streamlined communication.

Attributes Distinguishing Outsource Execs, LLC

1. Unique Experience:

With over 30 years of experience serving California public agencies, Outsource Execs, LLC has a deep understanding of the regulatory, financial, and operational challenges faced by water districts.

2. Specialized Expertise:

- Proven track record in managing multimillion-dollar grants, maintaining compliance with stringent regulatory requirements, and assisting with GFOA-compliant financial reports.
- Advanced capabilities in designing and implementing database solutions tailored to the unique needs of public agencies.

3. Accessibility and Proximity:

Located just 30 miles from MSWD's headquarters, our team is readily available for on-site meetings and collaboration, ensuring personalized service and efficient project execution.

By leveraging our expertise, structured organizational approach, and commitment to excellence, Outsource Execs, LLC is uniquely positioned to support MSWD's objectives with precision, accountability, and innovation.

Attachment A - Cost Proposal**Not to Exceed Proposal**

Outsource Execs, LLC proposes a not-to-exceed total cost of \$90,000 per year for the comprehensive scope of services outlined in the RFQ. This cost includes all labor, materials, and administrative resources required to fulfill the deliverables detailed in our proposal, as well as compliance with all regulatory and contractual requirements.

Scope of Services Covered:

The not-to-exceed amount covers the following key components of the project:

1. Grant Management and Compliance Monitoring:
 - Preparation of quarterly disbursement requests and supporting documentation in alignment with State Water Resources Control Board (SWRCB) requirements and other funding agencies.
 - Regular monitoring to ensure adherence to grant terms and conditions, minimizing risks of delays or penalties.
2. Annual Budget and Financial Reporting:
 - Assist with GFOA-compliant Annual Budget Document and Consolidated Financial Report.
 - Strategic formatting and narrative development to enhance transparency and stakeholder engagement.
3. Operational Reporting and Data Management:
 - Enhanced formatting and timely preparation of the monthly General Manager's Report for MSWD's Board of Directors.
 - Development of a database system for tracking and reporting key metrics.

Fee Structure and Assumptions:

- The proposed amount is based on an hourly rate structure for project activities, with a blended average rate of \$200 per hour for key personnel and specialists.
- Any direct costs, such as local travel, will be included within the annual not-to-exceed limit unless otherwise pre-approved by MSWD.
- The total cost will be invoiced monthly, based on actual hours worked and documented expenses, ensuring transparency and alignment with project progress.

Commitment to Budget Adherence:

Outsource Execs, LLC is committed to adhering to the not-to-exceed limit while maintaining the highest standards of quality and efficiency. If unforeseen circumstances require adjustments to the scope, such modifications will be presented to MSWD for review and approval prior to implementation.

This approach ensures that MSWD benefits from exceptional service delivery without exceeding the proposed budget, providing predictability and cost control over the course of the engagement.

Fee Structure:

Below is a detailed breakdown of our proposed fees for the components of the scope of services outlined in the RFQ. All charges include labor, materials, and resources required to meet project objectives:

SERVICE COMPONENT	HOIURLY RATE
Grant Management and Compliance Monitoring	\$250
Annual Budget and Financial Reporting	\$250
Data Management and Database Development	\$150
ERP and Budget Software Support	\$150
Emergency Permitting and Regulatory Compliance	\$250
Monthly General Manager (GM) Report Preparation	\$200

Other Direct Costs

Additional costs may include travel expenses for offsite meetings or materials required for project deliverables. All such expenses will be pre-approved by MSWD and charged at cost, without markup.

Agreement Compliance:

We have reviewed MSWD's Agreement for Professional Services (Exhibit A) and confirm our acceptance of the terms as presented, with no modifications proposed.

1. Insurance Coverage

Outsource Execs, LLC maintains insurance coverage that meets or exceeds MSWD's requirements:

- Professional Liability: \$1,000,000 per claim / \$2,000,000 aggregate.
- General Liability: \$2,000,000 per occurrence.

- Unowned Automobile Liability: \$1,000,000 per occurrence.
- Workers' Compensation: Statutory limits.

2. Regulatory Compliance

Our firm adheres to all applicable federal, state, and local regulations, including but not limited to the California Government Code, labor laws, and environmental requirements.

This fee schedule ensures transparency and flexibility while maintaining alignment with MSWD's strategic and operational goals. Should any adjustments to the scope or fee structure be necessary, we are open to collaboration and further discussion.

Appendices

1. Attachment A: Cost Proposal.
2. Attachment B: Consultant's Qualifications Statement.
3. Attachment C: Disclosure Questionnaire.
4. Supporting Documents:
 - Resumes of key personnel.
 - Capability Statement