

# AGENDA STAFF REPORT

MEETING NAME: BOARD MEETINGS

MEETING DATE(S): December 9 & 16, 2024

FROM: MARION CHAMPION, ASSISTANT GENERAL  
MANAGER

FOR: ACTION X DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_



## AWARD OF CONTRACT AGREEMENT WITH MDN WATER MANAGEMENT SERVICES INC. FOR ADMINISTRATIVE AND WATER MANAGEMENT SERVICES

### STAFF RECOMMENDATION

It is recommended to authorize the General Manager to enter into a contract agreement with MDN Water Management Services Inc. for Administrative and Water Management Services for one year, starting January 1, 2025, and ending December 31, 2025.

### SUMMARY

MSWD seeks administrative support from experienced parties for administrative and water management services, along with as needed grant management and compliance monitoring services for funding awarded from state and federal agencies. This includes ensuring that all financial and timekeeping records are accurately aligned with the project requirements and providing timely and complete documentation for each disbursement request. Among other administrative duties, the selected firm will work with staff to format content for its Annual Budget Document, ensuring it is in alignment with the standards set by the Government Finance Officers Association (GFOA). The selected firm will be responsible for ensuring the document meets GFOA's stringent requirements and supports the District's goal of achieving financial transparency and excellence in budget presentation.

### ANALYSIS

In November 2024, staff advertised a request for qualifications for Administrative and Water Management Services through PlanetBids. The District received two proposals, and MDN Water Management Services Inc. was rated as the best firm to provide these services. Attached is the proposal evaluation summary for both firms and the proposals from each.

### FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

This professional services contract will be covered by FY2024-25 and FY2025-26 operating budgets with a not to exceed cost of \$140,000.

### ATTACHMENTS

RFQ Evaluation Form

Outsource Execs, LLC Proposal

MDN Water Management Services Inc. Proposal

MDN Water Management Services Inc. Contract

### FINANCIAL DATA

Cost Associated with this action:	\$140,000	
Current FY cost:	\$70,000	
Future FY cost:	\$70,000	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	NA	

All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A

### FUNDING SOURCES

Source of funds:	Operating
BID/Job#	691
Current BID/Job balance	\$70,000.00
Balance remaining if approved:	-