

OFFICE OF THE PEOPLE'S COUNSEL
SOLICITATION FOR PROFESSIONAL MANAGEMENT SERVICES
RFP#

Enterprise [CSBE] goal attainment, as mandated, and establish necessary enhancements to facilitate a more strategic approach to planning non-personal services spending. Equally, the Contractor is tasked with cultivating an ongoing relationship with the AFO to ensure all programmatic needs of OPC are supported by financial management operations.

Additional responsibilities will include the development and implementation of administrative policies and procedures for efficiencies of operations.

DELIVERABLES

- Oversight and implementation of FY2013 Budget
- Development of FY2014 budget request
- Management of OPC Purchase/Travel Card Program and establishing associated policies and procedures to ensure its principles and objectives are fully met
- Review of OPC's FY2013 expendable budget to enhance current agency CSBE contractor goal to reach 100% compliance

- Oversee management of OPC Human Resources Manager to implement HR departmental policies and automated processes, and to apply agency HR performance expectations
- Management and oversight of newly implemented independent procurement authority regulations and development of *OPC Procurement Manual*
- Establish and implement new administrative issuances for the development of critical policies and procedures

TERM

The term of the contract shall be twelve (12) months from date of award. Candidates must be prepared to immediately commence work upon notice of the award.