



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1429) Accounting and Review Services

PRESENTATION DATE: June 25, 2019

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing and Sara Greaves, Chief Financial Officer, Division Director of Budget and Finance

RECOMMENDED MOTION: Move to award the contract for Accounting and Review (Fire & Rescue) Services to the responsive, responsible firm of Smith Elliott Kearns, LLC of Hagerstown, Maryland, with the lowest 5-year proposal value of \$446,400.00 and the profession fees for each supplemental service, if required are as follows:

Partners	\$300.00
Managers	\$175.00
Supervisory Staff	\$150.00
Staff	\$125.00
Other Administrative	\$90.00

REPORT-IN-BRIEF: Attached is an excerpt from the Request for Proposal (RFP) document of the “Scope of Services” to be rendered under this contract. The RFP was advertised locally in the newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace” web site. Fifteen (15) persons/companies registered/downloaded the bid document on-line. The following persons served as members on the Coordinating Committee: County Administrator, Chief Financial Officer of Budget & Finance (Chairperson), Accounting Supervisor, Division Director of Emergency Services, Director of Budget & Finance and Director of Purchasing.

Three (3) firms were represented at the pre-proposal conference. Three (3) proposals were received for the subject services. The Qualifications & Experience/Technical Proposals of two (2) of the firms were considered to be responsive by the Committee and their Price Proposal was opened for evaluation as shown on the attached Fee Schedule.

The initial term of this contract is anticipated to be for a one (1) year period tentatively commencing July 1, 2019 and ending June 30, 2020, with an option by the County to renew for up to four (4) consecutive one (1) year periods thereafter, based on the annual lump sum fees proposed by the successful firm.

DISCUSSION: N/A

FISCAL IMPACT: Funds in the amount of \$100,000.00 are budgeted in account 515000-10-93130 for the costs of the services.

CONCURRENCES: As recommended by the Coordinating Committee.

ALTERNATIVES: N/A

ATTACHMENTS: (1) Fee Schedule and (2) Scope of Services from the RFP document.

AUDIO/VISUAL NEEDS: N/A