



Open Session Item

**SUBJECT:** Contract Award (PUR-1679) Accounting and Review Services

**PRESENTATION DATE:** June 18, 2024

**PRESENTATION BY:** Brandi Naugle, CPPO, Buyer Darryl Brown, Accounting Supervisor, Department of Budget, and Finance

**RECOMMENDED MOTION:** Move to award the contract for the Accounting and Review Services as related to accounting functions to the responsive, responsible, bidder with the lowest 5-year proposal value.

**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. Fifty-four (54) persons/companies registered/downloaded the bid document on-line. The following persons served as members on the Coordinating Committee: County Chief Financial Officer, County Director of Budget & Finance, County Buyer, County Accounting Supervisor (Committee Chairperson), and Director of Emergency Services.

Six (6) firms were represented at the pre-proposal conference. Eight (8) proposals were received for the subject services. The Qualifications & Experience/Technical Proposals of three (3) 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, 2024, and ending June 30, 2025, 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 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) Scope of Services from the RFP document.

**AUDIO/VISUAL NEEDS:** N/A