

RESOLUTION NO. 2021- 55

A RESOLUTION AWARDING A PROFESSIONAL SERVICES AGREEMENT TO FORD, SCOTT & ASSOCIATES, LLC, OCEAN CITY, NJ TO PERFORM THE DUTIES OF AUDITOR AND OTHER RELATED ACCOUNTING SERVICES.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Professional Services for Municipal Auditing Services; and

WHEREAS, the Requests were published on the City of Vineland's official newspaper and official website; and

WHEREAS, one (1) proposal was received and referred to the Chief Financial Officer for evaluation and recommendation; and

WHEREAS, it has been recommended that a contract for the required services be awarded to Ford, Scott & Associates, LLC, Ocean City, NJ, for Municipal Auditing Services and related Accounting Services on behalf of the City of Vineland for the contract period February 1, 2021 through January 31, 2022, in an amount not to exceed \$82,500.00, in accordance with the fee schedule submitted based upon the proposal received, pursuant to a fair and open process; and

WHEREAS, the Auditor and City acknowledge that should the City request performance of additional services not contemplated by the engagement letter, the parties would discuss the scope and cost of the additional services which would be billed in accordance with the schedule of compensation work rates submitted; and

WHEREAS, the availability of funds for said Professional Services Contract to be awarded herein have been certified by the Chief Financial Officer; and

WHEREAS, the Local Public Contract Law (N.J.S.A. 40A:11-1, et seq) requires that the Resolution authorizing the award of contract for Professional Services without competitive bidding and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Professional Services for Municipal Auditing Services and other related Accounting Services, be awarded to Ford, Scott & Associates, LLC, Ocean City, NJ, based upon the proposal received, pursuant to a fair and open process, in the amount not to exceed \$82,500.00, in accordance with the fee schedule submitted, for a contract period beginning February 1, 2021 through January 31, 2022;

BE IT FURTHER RESOLVED that additional Services out of the normal scope of the Audit engagement letter will be agreed upon in advance and be billed separately according to the submitted billing rate schedule and amount determined before services are rendered.

Adopted:

President of Council

ATTEST:

City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
PROFESSIONAL SERVICE**

1. Service (detailed description): Auditing Services

2. Amount to be Awarded: \$ 82,500

- Encumber Total Award
 Encumber by Supplemental Release



3. Amount Budgeted: \$ 82,500

4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

5. **Account Number to be Charged: See attached

6. Contract Period: 2/1/21 - 1/31/22

7. Date To Be Awarded: 1/26/21

8. Recommended Vendor and Address: Ford-Scott & Assoc.
1535 Haven Ave, O.C. NJ 08226

9. Justification for Vendor Recommendation:(attach add'l information for Council review)
Ford-Scott was the only response to the RFP for Auditing Services. Finance continues to be pleased with the Services and professional guidance to the City.

- Non-Fair & Open (Pay-to-Play documents required)
 Fair & Open: How was RFP advertised? local paper / website

10. Evaluation Performed by: Susan M. Baldosaro

11. Approved by: [Signature]
CFO

12. Attachments:

- Awarding Proposal
 Other: _____

- Send Original to: Purchasing Department
- Send Copy to: Business Administration BN

** If more than one account #, provide break down

FEE SCHEDULE

The following is a schedule of compensation rates for work to be performed in calendar year 2021 according to staff position:

<u>LEVEL</u>	<u>HOURLY RATE</u>
Partners	\$120.00 to \$200.00
Managers	\$95.00 to \$150.00
Supervisors	\$70.00 to \$120.00
Senior Accountants	\$60.00 to \$95.00
Staff Accountants	\$50.00 to \$75.00
Assistants	\$45.00 to \$70.00

Our fees are on a "not to exceed" basis, and is based on the number of hours estimated to perform the engagement. As indicated previously, we anticipate the following staff levels to be assigned to this engagement:

- Partner - 2
- Manager - 1
- Senior Accountant - 1
- Staff Accountant - 2
- Additional staff to be assigned as needed to meet the requirements of the engagement

The proposed fee for the audit of the City of Vineland for the year ended December 31, 2020 is \$81,000.

The proposed fee for the review of the financial statements of the Length of Service Awards Program for the year ended December 31, 2020 is \$1,500.

The proposed fee for the audit of the Vineland Public Library for the year ended December 31, 2020 is \$9,000.

At the time of preparation of this proposal, we do not anticipate potential audit problems. If a matter should arise during the course of our fieldwork, we will discuss the issue with City management. In the event that it is determined that further audit fieldwork or other special procedures are required to be performed that are outside of the scope of our audit engagement, we will request a separate engagement letter to confirm the work to be performed by us.