

AGENDA NOTES

Solicitation Name and Number	Accountants for Financial Compliancy (Emergency)
Procurement Agent	Toneya B. Dawson
Date Solicitation bid prices expires.	N/A
Solicitation Name, Number and Contract Number of expiring/expired contract	Accountants for Financial Compliancy (Emergency) Contract No. 1242439
Previous Contract Number, Contractor Name and Award Amount	<u>\$535,680.00</u> \$115,680.00 - Initial Award \$420,000.00 - Change Order No. 1
Previous Amount Spent on Expiring/Expired Contract	<u>\$531,074.77</u> \$ 53,741.00 - Initial Award \$477,333.77 - Change Order No. 1
Prime Contractor Information	<u>Robert Half International, Inc.</u> M Keith Waddell / CEO Years in Business: 77 Years Doing Business with DeKalb: 9
Attachments	NCPR Form



Department of Purchasing and Contracting NON-COMPETITIVE PROCUREMENT REQUEST FORM

Requesting Department: Finance

Department Contact Person: Deborah M. Sherman

Telephone: 404-371-2059

Email: dmsherma@dekalbcountyga.gov

Requisition Number: 1,267,070.80

Suggested Supplier: Robert Half

Estimated Amount of Purchase: _____

Detailed Description of the Goods or Services to be purchased: _____

Primary: Financial Reporting Projects, ERA1, ERA2 and ARP COVID augmenting resources. (see below) Secondary: Accounting Personnel to fill needs within Treasury and Controller's Group Departments

☒ **Emergency** (For Emergency Requests, Please check this box and answer **all** questions below.)

1. Date and Time of Emergency Occurrence: ERA1 and ERA2 Funding and ARP Funding receipts

2. Please state the nature of the emergency posing a risk to public health, welfare, safety or resources:

Upon receipt of ERA1, ERA2 and ARP funds, the County was charged with ensuring all sub-recipients are compliant with US Department of Treasury guidelines stipulating approved expenditures. The County requires additional resources to mitigate having to pay back funds used for COVID relief

3. State how the Estimated Amount was determined to be Fair and Reasonable (attach supporting documentation):

☐ **Sole Source** (Please check box and answer all of the following completely.)

1. Provide an explanation why the product, service or supplier requested is the only method that can satisfy the requirements. Please explain why alternatives are unacceptable. Be specific with regard to specification, features, characteristics, requirements, capabilities and compatibility. (Attach additional documents, if necessary):

The selected vendor has previously provided immediate needs for financial review and audit staffing support services to DeKalb, and has an inherent and working knowledge of specific requirements relative to the County's financial and organizational structure in grant compliance.

2. Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?) Explain in detail.

No, this request covers administratively approved engagements by the Projects & Grants Division during the pandemic which requires external talent to aid in required compliance with federal financial reporting directives of ERA1, ERA2 and ARP funds as required by the Treasury Department.

3. Explain the impact to the County or Public if this request is not approved.

The inability of securing augmented support services to review and analyze ERA1, ERA2, and ARP transactions could subject the County to loss of future grants.

I hereby request that this non-competitive procurement request be approved for the purchase of the above stated work, material, equipment, commodity, or service.

Department Director (Typed/Printed Name) _____

Dianne McNabb

Signature: Dianne McNabb

Digitally signed by Dianne McNabb
Date: 2023.05.17 17:42:51 -0400

Date: _____

Do Not Write Below – for the Department of Purchasing and Contracting Use Only

Procurement Agent (Typed/Printed Name) _____

Signature: _____

Date: _____

Procurement Manager (Typed/Printed Name) _____

Signature: _____

Date: _____

☐ Approved

☐ Not Approved

Signature: _____, Director, Department of Purchasing and Contracting

Date: _____

(Additional information, attach pages if required):

Detailed Description of the Goods or Services to be purchased:

Primary:

ERA1, ERA2, and ARP Financial Reporting is a requirement for maintaining the funding received from the US Department of Treasury under the SLFR Funds. Specifically, both the County and all sub-recipients of the federal funds must exercise spending compliance with specific guideline issued by the Department of Treasury. DeKalb County had over one hundred (100) sub-recipients of CARES funding, each of which was required to provide documentary evidence of it's spending to ensure compliance. ERA and ARP sub-recipients will have similar reporting responsibilities that must be managed by the County.

At this time, the County Grants and Compliance Department requires augmenting resources to ensure:

1. All sub-recipients submit requisite periodic financial reports detailing funding expenditures and programmatic reporting;
2. Reviewing sub-recipient supporting documentation for compliance (invoices, proposals, payments, programmatic reporting, etc.); and
3. Providing communications and guidance for sub-recipients as needed to ensure the timely reporting of funding received.

ERA1, ERA2, and ARP Financial and Programmatic Reporting consultants will be directed by the Grants and Compliance Division as circumstances require.

Secondary:

The Department of Finance's Treasury and Controller's Group require experienced and highly skilled accountants - Senior & Principal; positions which have become extremely difficult to fill with qualified individuals since the onset of the pandemic. This has not changed since the receding of the pandemic environment.

Robert Half/Accountemps specializes in temps who have the high-level accounting expertise necessary for the Finance dept. to perform its daily operations and reporting requirements. The Finance Department's sub-units have used the agency for over 7 years with outstanding results in matching with highly qualified candidates, of which the department currently has employed two temp-to-perm candidates for over five years.

Filling these position are instrumental in the Finance Department's mitigation of significant project, integral system, and operations risks including:

1. Two software implementations will require Subject Matter Experts (SME's) representing our division during the implementation. The DOIT requires these positions in addition to existing staff. It will require an existing employee who is experienced with our current Oracle financial system. Further, we are in the middle of our external audit, which also requires highly skilled accountants.
2. A major GASB implementation(No. 87) will require a skilled accountant to work with new leasing software.
3. Our current Capital Assets Manager will be retiring in 3 months. A highly skilled Capital Assets Accounting Manager will be required to assist in transitioning from manual to automated reporting for the new FA module.
4. The AP Management I position is needed to address the corrective action responses to the Office of Independent Internal Audit (OIIA) findings.
5. Treasury has had an open Sr. Accounting position for over a year. Our Accounting Services Manager has been filling both positions during this time. Risks include no succession; no time to manage; the inability to monitor and move County funds; inability to make payroll; default on debt obligations.

Finance Department Total Cost Estimate for remainder of FY 2023:

Outstanding RH invoices per email dated 5/16/23:	\$119,677.88
Projected 3rd and 4th Quarter Reporting Team Costs	\$134,476.80
Reserve for possible additional Costs 4th Qtr.:	\$ 30,696.00
Reserve for possible additional Costs:	\$ 33,573.32
Estimated cost of RH Reporting team for 2023:	\$155,172.80

