



Legislation Text

File #: 3101-2021, **Version:** 1

BACKGROUND: This legislation authorizes the Director of the Department of Finance and Management to enter into contract with Booth Management Consulting, LLC to provide subrecipient monitoring services associated with the Housing Opportunities for Persons with AIDS (HOPWA) Program. The selected contractor will be responsible for conducting a review of invoices submitted to the City by a subrecipient for allowability, calculating an error rate and questioned cost amount, and proposing any necessary adjustments to the City's HOPWA financial records for review by City management. The term of the proposed contract would be approximately one year, expiring 12/31/22, with the option to extend on a year to year basis for up to an additional three years.

The City of Columbus, utilized a Request for Proposals (RFP) process to identify and assess qualified firms. Proposals were submitted in response to RFQ019817 in accordance with the relevant provisions of Chapter 329 of the Columbus City Code pertaining to professional service contracts. Booth Management Consulting, LLC received the highest overall score from the RFP committee and as such is being recommended for this subrecipient monitoring services contract.

Booth Management Consulting, LLC; Contract Compliance CC# 040075 Expires 11/08/2023

Fiscal Impact: This contract is being funded in the General Government Grants Fund under the HOPWA Grant Program.

Emergency action is requested so that a contract can be entered into immediately and subrecipient monitoring services can begin without delay.

To authorize the Director of the Department of Finance and Management to enter into a contract with Booth Management Consulting, LLC, to provide subrecipient monitoring services associated with the Housing Opportunities for Persons with AIDS (HOPWA) Program; to authorize the expenditure of \$28,470.00 from the General Government Grants Fund; and to declare an emergency (\$28,470.00)

WHEREAS, the City has a need for subrecipient monitoring services associated with the Housing Opportunities for Persons with AIDS (HOPWA) Program; and

WHEREAS, the City of Columbus, utilized a Request for Proposals (RFP) process to identify and assess qualified firms; and

WHEREAS, proposals were submitted in response to RFQ019817 in accordance with the relevant provisions of Chapter 329 of the Columbus City Code pertaining to professional service contracts, and Booth Management Consulting, LLC received the highest overall score from the RFP committee; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Finance and Management in that it is immediately necessary to authorize the Director to enter into contract with Booth Management Consulting, LLC to provide subrecipient monitoring services associated with the Housing Opportunities for Persons with AIDS (HOPWA)

Program so that such activities can begin without delay, for the preservation of the public health, peace, property, safety, and welfare; **NOW, THEREFORE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the Director of the Department of Finance and Management is hereby authorized to enter into contract with Booth Management Consulting, LLC to provide subrecipient monitoring services associated with the Housing Opportunities for Persons with AIDS (HOPWA) Program for a term of approximately one year, expiring December 31, 2022, with the option to extend on a year to year basis for up to an additional three years.

SECTION 2. That the expenditure of up to \$28,470.00, or so much thereof as may be needed pursuant to the action authorized in SECTION 1, is hereby authorized in the General Government Grants Fund 2220, in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

See Attached File: Ord 3101-2021 Legislation Template.xls

SECTION 3. That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 4. That the monies appropriated in the foregoing Sections shall be paid upon the order of the Department of Finance and Management, and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

SECTION 5. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

SECTION 6. That for the reasons stated in the preamble hereto, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.