



Legislation Text

File #: 2150-2023, **Version:** 1

BACKGROUND: This legislation authorizes the Director of the Department of Finance and Management to modify a contract with Booth Management Consulting, LLC to expand subrecipient monitoring professional services, as well as provide technical assistance, and training. The City of Columbus receives millions of dollars annually from the United States Government in the form of federal grants. The grants fund various programs and projects. Periodically, the City partners with third parties to execute program or project scopes. These third parties are considered subrecipients of federal funds and execute subaward agreements with the City. When the City issues a subaward to a subrecipient to carry out part of a federal program, the City is required by Uniform Guidance 2 CFR Part 200.332 to ensure subrecipients comply with applicable federal laws and regulations and with the provisions of each subaward agreement.

The City of Columbus utilized a Request for Proposals (RFP) process to identify and assess qualified Certified Public Accounting (CPA) firms to provide subrecipient monitoring professional services. Proposals were submitted in response to RFQ020261 in accordance with the relevant provisions of Chapter 329 of the Columbus City Codes, and Booth Management Consulting, LLC, received the highest overall score from the RFP committee. Ordinance 0197-2022 authorized the Director of Finance and Management to enter into contract with Booth Management Consulting for the period March 9, 2022 to January 23, 2023, with the option to extend on a year to year basis for up to an additional three years.

Ordinance 2138-2022 authorized the Department of Finance and Management to modify the existing contract. Ordinance 0718-2023 authorized the Department of Finance and Management to modify and extend the contract to January 23, 2024. The Department of Finance and Management is seeking authority to modify and increase the amount of the contract in order to cover additional services associated with subrecipient monitoring and technical assistance.

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

Fiscal Impact: This contract is eligible for and will be funded by State Local Fiscal Recovery Fund, Emergency Rental Assistance Fund, and the Community Development Block Grant Fund.

Emergency action is requested so that the existing contract can be modified immediately and subrecipient monitoring, technical assistance, and training can continue without delay due to the timing of federal reporting requirements.

To authorize the Director of the Department of Finance and Management to modify a contract with Booth Management Consulting, LLC, to provide subrecipient monitoring, technical assistance, and training related to the City's administration of Federal Grant Awards; to authorize the appropriation and expenditure of \$8,841.25 from the Community Development Block Grant Fund; to authorize the transfer and expenditure of \$28,780.00 from the Emergency Rental Assistance fund and \$269,575.00 from the Recovery Fund; and to declare an emergency (\$307,196.25).

WHEREAS, the City has a need for subrecipient monitoring, technical assistance, and training related to the City's

administration of Federal Grant Awards; 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 RFQ020261 in accordance with the relevant provisions of Chapter 329 of the Columbus City Codes pertaining to professional service contracts, and Booth Management Consulting, LLC received the highest overall score from the RFP committee; and

WHEREAS, it is necessary to modify the existing contract with Booth Management Consulting, LLC to expand subrecipient monitoring professional services, as well as technical assistance, and training; and

WHEREAS, it is necessary to authorize the appropriation and expenditure of \$8,841.25 from the Community Development Block Grant Fund (2248); and

WHEREAS, it is necessary to authorize the transfer and expenditure of \$28,780.00 from the Emergency Rental Assistance Fund (2208) and \$269,575.00 from the Recovery Fund (2209); 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 modify an existing contract with Booth Management Consulting, LLC to provide subrecipient monitoring, technical assistance, and training so that such activities can continue without delay due to the timing of federal reporting requirements, for the preservation of the public health, peace, property, safety, and welfare; and **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 modify an existing contract with Booth Management Consulting, LLC to provide subrecipient monitoring, technical assistance, and training services related to Federal Grant Awards.

SECTION 2. That the expenditure of up to \$307,196.25, or so much thereof as may be needed pursuant to the action authorized in SECTION 1, is hereby authorized, in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

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.