

Legislation Text

## File #: 0197-2022, 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 professional services. 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 executed by City personnel. Periodically, the City partners with third parties to execute on the program or project scope. 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 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 pertaining to professional service contracts. Proposals were due November 15, 2021, and four (4) proposals were received. A committee reviewed the proposals and determined preliminary scores. The committee then identified a short list of vendors to conduct presentations. Booth Management Consulting, LLC received the highest overall score from the RFP committee and as such is being recommended for this subrecipient monitoring professional services contract. The term of the proposed contract would be approximately one year, expiring January 31, 2023, with the option to extend on a year to year basis for up to an additional three years.

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

**Fiscal Impact**: This contract is being funded by the Local Fiscal Recovery Fund, the Emergency Rental Assistance Fund, and the Community Development Act Fund.

**Emergency action** is requested so that a contract can be entered into immediately and subrecipient monitoring professional services can begin without delay due to the timing of federal reporting requirements.

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 professional services; to authorize the appropriation and expenditure of \$75,735.00 collectively from the Recovery Fund, the Emergency Rental Assistance Fund, and the Community Development Block Grant Fund; and to declare an emergency (\$75,735.00)

WHEREAS, the City has a need for subrecipient monitoring professional services; 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, 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 professional services so that such activities can begin without delay due to the timing of federal reporting requirements, 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 for a term of approximately one year, expiring January 31, 2023, with the option to extend on a year to year basis for up to an additional three years.

**SECTION 2.** That the appropriation of \$4,170.00, 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 expenditure of up to \$75,735.00, 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 4.** 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 5.** 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 6.** 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 7.** 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.