



Legislation Text

File #: 2023-0729, Version: 1

Report to Mayor and City Council

Tuesday, October 03, 2023

Consent

SUBJECT:

**CONSIDER APPROVAL OF AMENDMENT NO.1 TO BAKER TILLY US, LLP, TO
EXTEND INTERNAL CONTROL AUDIT SERVICES.**

I. SUMMARY

This report requests City Council approval to amend the contract with Baker Tilly US, LLP, to increase the contract sum by \$59,600 and extend the term of the agreement by three months. The amendment will allow Baker Tilly to perform an assessment of the City's current 1095 form preparation process (New Scope of Services). The total contract sum will increase from \$209,138 to \$271,138, and the term of the agreement will be extended from February 14, 2024 to May 14, 2024.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE Contract Amendment No. 1 with Baker Tilly US, LLP, to increase the contract sum by \$59,600 and extend the term of the agreement by three months to May 14, 2024, to perform an assessment of the City's current 1095 form preparation process (New Scope of Services). The total contract sum will increase from \$209,138 to \$271,138.
2. AUTHORIZE the Mayor to execute the contract, following approval as to form by the City Attorney

III. ALTERNATIVES

1. DO NOT APPROVE the Agreement.
2. TAKE another action as deemed appropriate by the City Council and consistent with the contract agreement.

IV. BACKGROUND

The City awarded a contract to Baker Tilly US, LLP, on February 14, 2023, to provide internal audit services, including an evaluation of the City's procedures related to special events, P-card processes, and position control. The original contract was for a one-year term and a total contract sum of \$209,138.

Due to unforeseen circumstances, the audit services extended beyond the original scope of services, exceeding the contract amount. The City and Baker Tilly now desire to amend the agreement to increase the contract sum by \$59,600 and add an additional \$2,400 for an assessment/evaluation of the City's current 1095 form preparation process (New Scope of Services). This will increase the total contract sum from \$209,138 to \$271,138.

Amendment No. 1 also extends the contract term by three months, from February 14, 2024, to May 14, 2024.

V. FISCAL IMPACT

Approval of Amendment No. 1 to the agreement with Baker Tilly US, LLP, will increase the contract sum by \$59,600. Funds will be appropriated from the approved departmental budget.

VI. EXHIBITS

1. Amendment No.1 to Baker Tilly, US, LLP Contract Agreement (pgs. 3-14)

Prepared by: William Jefferson, Director of Finance and Hnin Phyu, Accounting Manager