



FINANCE COMMITTEE MEETING AGENDA

Commission Chamber
Tuesday, June 11, 2024
1:05 PM

FINANCE

1. Motion to approve funding for the General Primary and Nonpartisan Election Runoff.
2. Motion to **approve** engaging UHY Advisors Mid Atlantic to conduct audit of Parks and Recreation. (**No recommendation from Finance Committee May 28, 2024, referred from Commission Meeting June 4, 2024**)
3. Motion to approve the minutes of the Finance Committee held on May 28, 2024.



Meeting Name

Meeting Date: June 11, 2024

Funding for June 21, 2024 General Primary and Nonpartisan Election Runoff

Department:	Board of Elections
Presenter:	W. Travis Doss, Jr.
Caption:	Motion to approve funding for the General Primary and Nonpartisan Election Runoff
Background:	Runoffs are not part of the typical budget. Funding, if necessary, would come from Department submitted contingency budget.
Analysis:	The contingency budget is submitted with the annual budget so money will be earmarked in case there is a runoff.
Financial Impact:	Contingency funding
Alternatives:	N/A
Recommendation:	Approve funding for the runoff
Funds are available in the following accounts:	Contingency account 101101110/6011145
<u>REVIEWED AND APPROVED BY:</u>	N/A

June 18, 2024 Run-off
Budget Estimate

ITEM	TOTAL COST
Poll Worker Salary- 101-01-4111-51.12210	74,000
Cell Phones 101-01-4111-52.32112	925
Overtime 101-01-4110-51.13100	8,000
Testing of Equipment 101-01-4111-52.39112	13,500
Postage-Print Shop Poll worker letter 101-01-4110-52.32120	500.00
Custodial Pay 101-01-4111-52.39112	1,575.00
Advance Voting 101-01-4111-52.39112	36,000
Temporary Workers 101-01-4111-52.39112	10,000
Absentee Ballot Opening Teams 101-01-4111-52.39112	1,000
Security 101-01-4111-52.39112	600
Election Night Workers, Election Day Technicians, and Delivery Crews 101-01-4111-52.39112	11,000
Building Rental 101-01-4111-52.24111	3,650.00
Truck Rental 101-01-4111-52.24219	6,000
Mileage 101-01-4110-52.35110	150
Miscellaneous Supplies 101-01-4111-53.11110	10,000
Printing – Absentee Ballots 101-01-4111-52.34110	10,000
Food 101-01-4111-53.13110	600
Board Pay 101-01-4110-52.11114	1,000
Postage- Absentee/Poll Worker 101-01-4110-52.32120	1,500
TOTAL ESTIMATED COST	190,000



Finance Committee

June 11, 2024

UHY Advisors Mid Atlantic Audit

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve engaging UHY Advisors Mid Atlantic to conduct audit of Parks and Recreation. (No recommendation from Finance Committee May 28, 2024, referred from Commission Meeting June 4, 2024)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



Proposal to Provide Professional Services for

**The Municipal Government of
Augusta and Richmond County**

Parks and Recreation Department Audit

May 07, 2024



Submitted by

UHY Advisors Mid-Atlantic, Inc.
980 Hammond Dr., Ste. 100
Atlanta, GA 30328

Headquarters

8601 Robert Fulton Drive, Suite #210
Columbia, MD 21046

The Municipal Government of Augusta and Richmond County

Table of Contents

Fee Proposal1

the Department Government of Nevada - San Bernardino County

Fee Proposal

We strive to keep our fees at the most reasonable level while upholding the highest professional standards. We look forward to a long-term relationship with the County that allows you to concentrate on running your business while we manage and provide guidance on financial matters.

Based on our understanding of your relevant financial information, we have developed a preliminary estimate for our services:

Level	Hours	Rate	Total
Managing Director	28	\$420	\$11,760
Manager	64	\$252	\$16,128
Senior Consultant	96	\$236	\$22,656
Consultant	120	\$176	\$21,120
Total	308	-	\$71,664

We based our estimate on the following:

- Initial review of your financial records
- Prompt responses to inquiries
- Representations from personnel and a reasonable level of assistance

Should our assumptions concerning these matters be incorrect, or should the condition of the records, degree of cooperation, or other issues beyond our reasonable control require additional commitments by us beyond those on which our estimated fees are based, fees and deadlines may be adjusted accordingly.

FEE PROPOSAL

The proposer should provide a not-to-exceed fee and expense amount for the audit scope identified in this RFP. Total hours and a weighted average rate per hour should be provided to support the fees. Fees will be based upon the actual total hours. Fee Schedule should include the following information:

Total not to exceed Fee for the services requested: \$ 71,664

	Standard Hourly Rate	Client Discount	Hourly Rate	Number of hours
Partner	\$525	20%	\$420	<u>28</u> hours
Manager	\$315	20%	\$252	<u>64</u> hours
Senior Consultant	\$295	20%	\$236	<u>96</u> hours
Staff	\$220	20%	\$176	<u>120</u> hours
Total		<u>20</u> %	\$ <u>308</u>	hours

Fee Proposal must be in a separate, sealed envelope labeled "Fee Proposal" on the outside of the package to clearly indicate that it is in response to
RFP #24-902 PARKS AND RECREATION DEPARTMENT AUDIT



Jack Reagan, Managing Director
410-423-4832 | jreagan@uhy-us.com

UHY Advisors Mid-Atlantic, Inc.
980 Hammond Drive, Suite 100
Atlanta, GA 30328

NATIONAL

**For a complete listing of our U.S. offices,
please visit: www.uhwy-us.com/locations**

GLOBAL

**For a complete listing of our member firms,
please visit: www.uhy.com/locations**

866-993-6772
info@rhy-us.com

UNIT 11 is termed "major unit" and is composed of several members who are in constant
contact with UNIT 12 and are in constant contact with the other units. The other
UNITs are termed "minor units" and are composed of several members who are in
contact with the major unit and are in constant contact with the other units. The
UNITs are organized into a hierarchy, with the major unit at the top and the minor
units at the bottom. The major unit is responsible for the overall operation of the
UNIT and for the coordination of the minor units. The minor units are responsible for
the day-to-day operation of the UNIT and for the coordination of the members of the
UNIT. The major unit is composed of several members who are in constant contact
with the other units. The minor units are composed of several members who are in
constant contact with the major unit and the other units. The major unit is
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to-day operation of the UNIT and for the coordination of the members of the UNIT.

Cherry Bekaert and Holland
1029 Greene Street
Augusta, GA 30901-2203

Fuller Frost & Associates CPAs
3638 Walton Way Ext #300
Augusta, GA 30909

Baird & Company
4210 Columbia Road, Building 10
Augusta, GA 30907

Elliot Davis, LLC
1 10th St Suite 400
Augusta, GA 30903

Mauldin & Jenkins
200 Galleria Parkway, Suite 1700
Atlanta, GA 30339

Rhoden CPA Firm
808 Greene St
Augusta, Ga 30901

Jones, Jones, Davis & Associates
3602 Wheeler Road
Augusta, GA 30909

Bedingfeld, McCutcheon & Perry
828 Greene Street
Augusta, GA 30901

The Cleveland Group, CPAs
3740 Executive Center Drive
Martinez, GA 30907

Edward W Brown, CPA, P.C.
3744 Walton Way Ext
Augusta, GA 30907

Reznick Group
3560 Lenox Rd., NE Suite 2800
Atlanta, GA 30326-4276

Sanford Lloyd CPA
1121 Greene St
Augusta, Ga 30901

Salazar CPA
3604 Wheeler Rd #B
Augusta, GA 30909

Neal's Accounting Services
3320 Washington Rd D
Augusta, GA 30907

Mc Cutcheon R Bates CPA
828 Greene St
Augusta, GA 30901

T. Wayne Owens & Associates, PC
1005 Broas St UNIT 302
Augusta, GA 30901

Tedford CPA
808 Stevens Creek Rd
Augusta, GA 30907

Mayo Strategic Advisors
2907 Professional Pkwy
Augusta, GA 30907

John T. Murphy CPA
931 Stevens Creek Rd
Augusta, GA 30907

SME
2743 Perimeter Parkway
Building 100, Suite 200
Augusta, GA 30909

Nichols Cauley & Associates
2800 Century Parkway NE Suite 900
Atlanta, GA 30345-3140

Bates Carter
525 Candler Street NE
Gainesville, Ga 30501

Rushton & Company
726 South Enota Drive Suite A
Gainesville, GA 30501

Deloitte
191 Peachtree St. NE #2000
Atlanta, GA 30303

Donna Williams
Finance Department

Timothy Schroer
Finance Department

Phyllis Johnson
Compliance

RFP Item #24-902 Clarification No.1
Parks and Recreation Department Audit
for- Augusta, GA Finance Dept.
Due: May 7, 2024 @ 11:00 A.M.

RFP Item #24-902 Clarification No.1
Parks and Recreation Department Audit
for- Augusta, GA Finance Dept.
MAIL DATE: 05/02/2024

EY
303 Peachtree St NE #2000
55 Ivan Allen JR. Blvd #1000
Atlanta, GA 30308

KPMG LLP
303 Peachtree St NE #2000
Atlanta, GA 30308

Aprlo LLP
2002 Summit Blvd NE #120
Atlanta, GA 30319

Grant Thornton
110 Peachtree Street NE Suite 1400
Atlanta, GA 30309

Bennett Thrasher LLP
330 Riverwood Pkwy #700
Atlanta, GA 30339

UHY
8601 Robert Fulton Dr Suite 210
Columbia, MD 21406

Baker Tilly
Perimeter Center West Suite 1100
Atlanta, Ga 30338

Plante & Morgan, PLLC
3000 Town Center, Suite 100
Southfield, MI 48075

Marcum LLP
53 State Street, 17th Floor
Boston, MA 02109

Tywanna Scott

From: bidnotice.donotreply@doas.ga.gov
Sent: Wednesday, April 17, 2024 6:07 PM
To: Tywanna Scott
Subject: [EXTERNAL] Confirmation of the Event Batch Email process - PE-72155-NONST-2024-000000052

Dear Tywanna Scott,
tscott@augustaga.gov

Please review the particulars of an event for 72155-AUGUSTA, CITY OF furnished below.

Event Number: PE-72155-NONST-2024-000000052
Event Title: 24-902 Parks and Recreation Department Audit
Event Type: Non-State Agency

Process Log

2024/04/17 18:02:45 : Log starts for - 11423933 - EVENT_RELEASE_TO_SUPL
2024/04/17 18:02:48 : Email Process Log for the Event#: PE-72155-NONST-2024-000000052
2024/04/17 18:02:48 : Email Batch# 2404178361
2024/04/17 18:02:48 : Notification Type: EVENT_RELEASE_TO_SUPL
2024/04/17 18:04:55 : Bad Email not sent to CONNER.PINSON@TITUS-US.COM RON.STEIGER@TITUS-US.COM of THE TITUS GROUP
2024/04/17 18:07:04 : Total No of Contacts found for sending Email: 639
2024/04/17 18:07:04 : No of Email(s) not sent due to Bad Email Address: 1

The sourcing event can be reviewed at:

<https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=PE-72155-NONST-2024-000000052&sourceSystemType=gpr20>

04/17/2024 06:07:04 PM

[NOTICE: This message originated outside of the City of Augusta's mail system -- DO NOT CLICK on links, open attachments or respond to requests for information unless you are sure the content is safe.]

purchasing team

Planholders

Add Supplier

Export To Excel

Supplier (4)

Supplier	Download Date
Dodge Data	04/17/2024
In Touch Reno LLC	04/17/2024
Onvia, Inc. - Content Department	04/17/2024
Planet Safety Consulting Group	04/23/2024

Add Supplier

Supplier Details

Supplier Name	Dodge Data
Contact Name	Bonny Mangold
Address	4300 Beltway Place, Ste 150 , Arlington, TX 76018
Email	dodge.docs@construction.com
Phone Number	413-376-7032

Documents

Filename	Type	Action
24-092_RFP	Bid Document / Specifications	View History
24-902_CLAR1	Clarification	View History

THEORY OF THE EARTH

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The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts.

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FYI: Process Regarding Request for Proposals

Sec. 1-10-51. Request for proposals.

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

Sec. 1-10-52. Sealed proposals.

- (a) *Conditions for use.* In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for

obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.

- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).
- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:

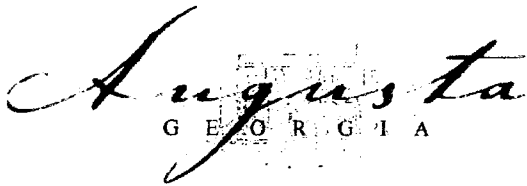
- (1) The ability, capacity, and skill of the offeror to perform the contract or

provide the services required;

- (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
 - (4) The quality of performance on previous contracts;
 - (5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;
 - (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
 - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
 - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
 - (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
 - (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions,

additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.

- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.



Procurement Department

Mrs. Gert Sams, Director

May 14, 2024

Ms. Takiyah A. Douse, Interim Administrator
535 Telfair Street, Suite 901
Augusta, GA 30901

Subject: REVISED Recommendation for Award of RFP 24-902 Parks and Recreation Audit

Good morning,

I am writing to communicate the outcome of the Evaluation Committee's deliberations regarding Request for Proposal (RFP) 24-902 for the Parks and Recreation Department Audit. The Evaluation Committee reconvened on May 10, 2024, following additional considerations prompted by advice from the Procurement Department and in consultation with the Law Department, regarding an additional proposal.

On May 7, 2024, at 8:02 am UPS made a delivery attempt prior to normal department office hours. After reviewing several documents: the Committee's recommendation, an email from UHY detailing the delivery attempt and FedEx notes which prove the delivery attempt, I accepted the package without making any exceptions, due to the fact that there was an attempt to deliver timely. The Committee was asked to reconvene and consider the package submitted by UHY Advisors Mid-Atlantic, Inc. of which addresses the needs of Augusta and the directives of the Commission.

After thorough review and evaluation of all submissions, including an entry deemed timely by the Procurement Department, the Evaluation Committee reached a consensus. It is our collective recommendation that the engagement for the audit of the Parks and Recreation Department be awarded to UHY Advisors Mid-Atlantic, Inc.

This decision is rooted in a comprehensive assessment of various factors, including, but not limited to, the responsiveness to Augusta's needs and the alignment with Commission directives. UHY Advisors Mid-Atlantic, Inc. emerged as the most suitable candidate, exhibiting both professional competence and a commitment to meeting the requirements outlined in the RFP.

In accordance with Augusta's Code, which stipulates the selection of the most responsible and responsive offeror at a compensation deemed fair and reasonable by the Procurement Director, the recommendation aligns with our fiduciary obligations to the city. The fee proposal submitted by UHY Advisors Mid-Atlantic, Inc., totaling \$71,664 for 308 hours, reflects a judicious balance between cost considerations and the scope, complexity, and professional standards of the services to be rendered.

The Evaluation Committee's decision is further supported by the cumulative score of 322.6 obtained by UHY Advisors Mid-Atlantic, Inc., indicating their alignment with the evaluation criteria outlined in the RFP.

Room 605 - 535 Telfair Street, Augusta Georgia 30901
(706) 821-2422 - Fax (706) 821-2811

Register at www.demandstar.com/supplier for automatic bid notification

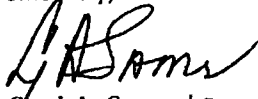


Scan this QR code with your
smartphone or camera equipped
tablet to visit the Augusta, Georgia


As the Procurement Director, I concur with the revised recommendation of the Evaluation Committee. It is my determination that this decision serves the best interests of Augusta, Georgia, and upholds the principles of fairness, transparency, and accountability in our procurement processes.

Thank you for your attention to this matter. Should you have any further inquiries or require additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "G. A. Sams", written over a horizontal line.

Geri A. Sams | Procurement Director
Augusta, GA Government

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>Augusta G E O R G I A</p> </div> <div> <p>RFP Opening: RFP Item #24-902 Parks and Recreation Department Audit for Augusta, GA – Finance Department RFP Due: Tuesday, May 7, 2024 @ 11:00 a.m.</p> </div> </div>						
<p>Total Number Specifications Mailed Out: 32 Total Number Specifications Download (Demandstar): 4 Total Electronic Notifications (Demandstar): 324 Georgia Procurement Registry: 638 Total packages submitted: 2 Total Noncompliant: 0</p>						
VENDORS	Attachment "B"	E-Verify	Save Form	Fee Proposal	Original	7 Copies
Marcum LLP 100 West Minister Street Suite 500 Providence, RI 02903	YES	1508549	YES	YES	YES	YES
Baker Tilly US, LLP 205 N Michigan ave Chicago IL 60601	YES	193845	YES	YES	YES	YES
UHY Advisors Mid-Atlantic, Inc. 8601 Robert Fulton Dr., Ste. 210 Columbia, MD 21046	YES	69740	YES	YES	YES	YES

[illegible]

Request for Proposals

Request for Proposals will be received at this office until **Tuesday, May 7, 2024 @ 11:00 a.m.** via ZOOM Meeting ID: **889 8681 5372**; Passcode: **933528** for furnishing:

RFP Item #24-902 Recreation Department Audit for Augusta, GA – Finance Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Gerl A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Monday, April 29, 2024 @ 5:00 P.M. No RFP will be accepted by fax or email, all must be received by mail or hand delivered.

No RFP may be withdrawn for a period of 90 days after bids have been opened, pending the execution of contract with the successful bidder(s).

Request for proposals (RFP) and specifications. An RFP shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for proposal including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFP number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Gerl A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	April 17, 18, 23, 26, 2024
Metro Courier	April 18, 2024

Revised: 3/22/21

**Finance Department**

Donna B. Williams, CGFM
Director

Timothy E. Schroer, CPA
Deputy Director

May 10, 2024

Ms. Geri Sams
Procurement Director
535 Telfair Street, Suite 605
Augusta, GA 30901

RE: 22-902 – Parks and Recreation Department Audit

Dear Ms. Sams:

The Evaluation Committee for the Parks and Recreation Department Audit (RFP #24-902) met on May 8, 2024. The committee reconvened on May 10, 2024, after the committee was informed by the Procurement Department that another response should have been included in the evaluation process. Upon advice of the Law Department, that response was scored. It is the consensus and recommendation of the Evaluation Committee based on all evaluations submitted, that the firm of UHY Advisors Mid-Atlantic, Inc. be awarded the engagement for audit of the Parks and Recreation Department.

Based on the criteria used, I concur with the recommendation of the Evaluation Committee.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Donna B. Williams".


Donna B. Williams, CGFM
Finance Director

Cc:

Nancy Williams, Contract Compliance Administrator
Timothy E. Schroer, Deputy Finance Director

530 Telfair Street, Suite 800, Augusta Georgia 30901 Office (706) 821-2429 Fax 706-821-2520

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 <div style="text-align: center;"> RFP Opening - RFP Item #24-902 Park and Recreation Audit for Augusta GA Finance Department RFP Date: Tuesday, May 7, 2024 @ 11:00 a.m Evaluation Meeting Date: Wednesday, May 8, 2024 @ 10:00 a.m. Via Zoom </div>											
Vendors			Marcum LLP 100 West Minister Street Suite 500 Providence, RI 02903			Baker Tilly US, LLP 205 N Michigan ave Chicago IL 60601			UHY 8601 Robert Fulton Dr. Ste 210 Columbia, MD 21046		
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)						Weighted Scores		
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)								
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS	PASS	PASS	PASS	PASS			
2. Qualifications & Experience	(0-5)	15	4.5	4.5	4.33	67.5	67.5	65.0			
3. Organization & Approach	(0-5)	15	4.7	3.7	4.50	70.0	55.0	67.5			
4. Scope of Services Firm's ability to provide all services addressed in Section 3 - Scope of Services to include the following: a. Include a detailed approach to completing all objectives listed in Section 3. A timeline is required detailing the points at which deliverables reports will be provided. b. Firm's Experience specifically in reference to internal audits, compliance audits and operational performance reviews. c. Relevant Project Experience and Performance on Past Similar Projects. d. Demonstrated knowledge and familiarity with local government and consolidated government operations.	15	15	4.5	3.3	4.25	67.8	50.0	63.8			
5. Schedule of Work	(0-5)	10	4.4	3.7	4.50	44.2	36.7	45.0			
6. References	(0-5)	5	4.2	3.9	4.50	20.9	19.6	22.5			
7. Financial Stability	(0-5)	5	4.3	4.3	4.77	21.7	21.7	23.8			
8. Proximity to Area (only choose 1 line according to location of the company - enter the ranking value for the one line only)											
Within Richmond County	5	10				0.0	0.0	0.0			
Within CSRA	5	6				0.0	0.0	0.0			
Within Georgia	5	4				0.0	0.0	0.0			
Within SE United States (includes AL, TN, NC, SC, FL)	5	2				0.0	0.0	0.0			
• All Others	5	1	5.0	5.0	5.0	5.0	5.0	5.0			
Phase 1 Total - (Total Maximum Ranking 30 - Maximum Weighted Total Possible 375)			31.6	28.4	31.9	297.0	255.4	292.6			
Phase 2 (Option - Numbers 8-9) (Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)											
8. Presentation by Team	(0-5)	10				0.0	0.0	0.0			
9. Q&A Response to Panel Questions	(0-5)	5				0.0	0.0	0.0			
10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only)											
Lowest Fees	5	10		5.0		0.0	50.0	0.0			
Second	5	6			5.0	0.0	0.0	30.0			
Third	5	4	5.0			20.0	0.0	0.0			
Fourth	5	2				0.0	0.0	0.0			
Fifth	5	1				0.0	0.0	0.0			
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 125)			5.0	5.0	5.0	20.0	50.0	30.0			
Total (Total Possible Score 500) Total (May not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)											
Total Cumulative Score (Maximum point is 500)			36.6	33.4	36.9	317.0	305.4	322.6			
Internal Use Only											
Evaluator: Cumulative Date: 5/10/24											
Procurement Department Representative: _____ Nancy Williams _____											
Procurement Department Completion Date: 5/10/24											



Finance Committee

June 11, 2024

Minutes

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve the minutes of the Finance Committee held on May 28, 2024.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

**FINANCE COMMITTEE MEETING MINUTES**

Commission Chamber

Tuesday, May 28, 2024

1:05 PM

FINANCE**PRESENT**

Mayor Garnett Johnson
Commissioner Jordan Johnson
Commissioner Wayne Guilfoyle
Commissioner Francine Scott

ABSENT

Commissioner Stacy Pulliam

1. Present 2025 Budget Planning Calendar for Approval.

Motion to approve with the budget retreat to be held on June 17, 2024.

Motion made by Guilfoyle, Seconded by Scott.

Voting Yea: Johnson, Guilfoyle, Scott

Motion carries 3-0.

2. Motion to approve engaging UHY Advisors Mid Atlantic to conduct audit of Parks and Recreation. (Referred from May 22 Commission meeting)

It was the consensus of the committee that this item be referred to the full Commission with no recommendation without objection.

3. Motion to approve the minutes of the Finance Committee held on May 14, 2024.

Motion to approve.

Motion made by Scott, Seconded by Johnson.

Voting Yea: Johnson, Guilfoyle, Scott

Motion carries 3-0.

