



## Legislation Text

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**File #:** 21-0374, **Version:** 1

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Recommendation to adopt resolution authorizing City Manager, or designee, to execute a contract, and all necessary documents and amendments, with Vasquez and Company, LLP, of Los Angeles, CA, for as-needed accounting services, in an amount not to exceed \$210,000 for the period ending November 30, 2021. (Citywide)

City Council approval is requested to enter into a contract with Vasquez and Company, LLP (Vasquez), to provide temporary, as-needed accounting services. The Financial Management Department's capacity in the Accounting and Budget Management Bureaus is currently limited because staff is diverted to critical citywide efforts, including the LB COAST project implementation and pandemic cost recovery activities.

Vasquez will provide crucial accounting services expertise across various functions, including analyzing financial records, audit documentation preparation, and the citywide indirect cost plan development for Fiscal Year 2022 (FY 22). Vasquez staff will provide management-level support with Certified Public Accountants (CPAs) assigned to the City. Vasquez staff are uniquely qualified to advise on best practices from their years of combined experience working in similar capacities with various jurisdictions and agencies, in addition to their professional experience as auditors of governmental agencies. Areas of expertise provided by Vasquez include guidance with audit requirements and compliance with federal award requirements. These services are necessary to ensure accurate and timely completion of necessary Citywide deliverables, including the indirect cost plan for FY 22.

Pursuant to City purchasing guidelines, the City Manager authorized staff to issue a purchase order for Vasquez in the amount of \$100,000 on October 20, 2020, which included as-needed accounting support throughout the preparation of the Comprehensive Annual Financial Report for the fiscal year ending September 30, 2020. This authorized amount will soon be exhausted, and an additional contract authority of \$110,000 is requested to ensure the continuation of critical expert accounting services without interruptions.

City Charter Section 1801 requires that contracts for City purchases be awarded to the lowest responsible bidder after a competitive bid process but allows for awards without a competitive bid process when authorized by a Resolution adopted by the City Council. The new contract with Vasquez will ensure consistency in technical approach and completion of current projects.

This matter was reviewed by Deputy City Attorney Amy R. Webber on April 19, 2021, Business Services Bureau Manager Tara Mortensen on March 16, 2021, and by Revenue Management Officer Geraldine Alejo on March 12, 2021.

City Council action is requested on May 4, 2021, to ensure the contract is in place expeditiously.

The total contract amount will not exceed \$210,000 and is based on the estimated number of hours needed for as-needed accounting services. The contract will be funded within current resources appropriated in the General Fund Group in the Financial Management and Citywide Activities Departments. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

Approve recommendation.

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JOHN GROSS  
INTERIM DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

THOMAS B. MODICA  
CITY MANAGER