



## Legislation Text

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**File #:** 21-1069, **Version:** 1

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Recommendation to authorize the Assistant Executive Director and/or the Deputy Executive Director, to execute all documents necessary to amend Contract No. 34756 with BDO USA, LLP, formerly Casterline Associates, P.C., of Philadelphia, for professional accounting services, to increase the contract amount by \$210,000, for a revised total contract amount not to exceed \$696,378, and extend the term to March 31, 2022. (Citywide)

Approval is requested to amend contract No. 34756 with BOO USA, LLP (BOO), to continue to provide professional accounting services.

On September 12, 2017, the Housing Authority of the City of Long Beach (HACLB) awarded Contract No. 34756 with BOO USA, LLP, formerly Casterline Associates, P.C, as part of its adoption of RFP HE17-050 for professional accounting services, for a period of two years, with the option to renew for one additional year.

On January 12, 2021, the City Council amended Contract No. 34756 to increase the amount by \$75,000, for a revised total contract amount not to exceed \$486,378, and extend the term to March 31, 2021. Due to mitigating circumstances and COVID-19-related activities, the contract amount has been exhausted.

Request for Proposal (RFP) No. HE20-045 was completed with one bid received on August 19, 2020. There were 340 potential proposers notified of this RFP opportunity. Then the RFP was reissued on October 28, 2020 with 356 potential proposers notified, and we still received only one bid on December 2, 2020. This request will allow for continuity of services while the procurement process continues.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on September 15, 2021, Business Services Bureau Manager Tara Mortensen on September 13, 2021, and by Budget Analysis Officer Greg Sorensen on September 22, 2021.

HACLB action to amend Contract No. 34756 is requested on October 12, 2021, to allow for uninterrupted professional accounting services.

The revised total contract amount will not exceed \$696,378. Sufficient funds to support the contract are currently budgeted in the Housing Authority Fund Group in the Health and Human Services Department, offset by grant funding. 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.

KELLY COLOPY  
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:

THOMAS B. MODICA  
EXECUTIVE DIRECTOR