



Westchester Community College

State University of New York

62533

April 6, 2018

To: Board of Acquisition and Contract

From: Belinda S. Miles
President, Westchester Community College

Re: Authority to enter into an agreement with PFK O'Connor Davies, LLP for the provision of financial auditing services to Westchester Community College for a five year (5) year term.

Westchester Community College (the "College") issued a request for proposals ("RFP") seeking qualified firms to provide financial auditing services for the College. Included among the services being requested are the auditing of the financial statements of the College. Audit services are to be provided for five (5) fiscal year periods ending August 31, 2018, 2019, 2020, 2021 and 2022. Proposals were due by March 2, 2018. After a thorough review of the proposals received, I recommend that an agreement be entered into with PFK O'Connor Davies, LLP ("O'Connor Davies").

The College received four (4) proposals in response to the RFP from 1) EFPR Group, CPAs, PLLC; 2) The Bonadio Group; 3) Nugent & Haeussler, P.C.; and 4) O'Connor Davies. The average annual pricing proposals for each firm were as follows: 1) EFPR Group, CPAs, PLLC - \$44,000.00 per year; 2) The Bonadio Group - \$48,300.00 per year; 3) Nugent & Haeussler, P.C. - \$48,000.00 per year; and 4) O'Connor Davies - \$50,000.00 per year. However, it should be noted that the pricing proposals for The Bonadio Group and Nugent & Haeussler, P.C. were not all-inclusive and additional fees could be charged to the College for the necessary audit work.

While not the lowest cost proposer, the selection of O'Connor Davies, the incumbent auditing firm, is based on quality of services provided, cost and overall merits of the proposal. They have been providing the auditing services for a number of years at the College and have a thorough understanding of its operations, including the various Federal, State and other grant awards and financial aid received by the College. In addition, since O'Connor Davies also provides auditing services to the County of Westchester, there is seamless integration between the College's and the County's Financial Statement. This is crucial since the College is included as part of the County's OMB Circular A133 single audit report and is

required to provide supporting documentation relating to the report. It is also very important the auditing firm selected have a local presence in order to facilitate the transfer of documents and other information on short notice. None of the other firms had the depth of experience or extensive audit client list of community colleges offered by O'Connor Davies. The proximity of its office has helped ensure the completion and release of audits on a timely basis.

The proposed agreement would have a term of five (5) years, commencing on or about September 1, 2018. The College will pay \$50,000 during each year of the agreement in accordance with an approved budget. It should be noted that the annual fees payable in accordance with the proposed agreement are less than what the College is currently paying O'Connor Davies for the same services under its current contract. Should the College require any additional work outside the scope of the audit, O'Connor Davies will be compensated on a discounted hourly basis.

The public purpose of this agreement is to provide the required audit of the College's financial operations. Performance will be measured by the timely completion and submission of the annual audits.

I believe that it is in the best interest of the College to continue utilizing O'Connor Davies for financial auditing services and I therefore recommend that you act favorably on the annexed proposed resolution.

BSM/jpi
Attachment

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby

RESOLVED, that the County of Westchester acting by and through Westchester Community College is hereby authorized to enter into an agreement with PFK O'Connor Davies, LLP for the provision of financial auditing services to Westchester Community College for a five year (5) year term; and be it further

RESOLVED, that the agreement shall have a term of five (5) years, commencing on or about September 1, 2018. The College will pay \$50,000 during each year of the agreement in accordance with an approved budget. Should the College require any additional work outside the scope of the audit, O'Connor Davies will be compensated on a discounted hourly basis in accordance with an approved budget, with the total contract amount not to exceed \$270,000; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	010	0130		4425		\$270,000

Budget Funding Year(s) Start Date: 09/01/2018 End Date: 08/31/2023
 (must match resolution)

Funding Source:	Tax Dollars	<u>\$64,800</u>	Contractor Federal I.D. No./
	State Aid	<u>\$72,900</u>	Social Security No.:
<u>\$270,000</u>	Federal Aid	_____	Vendor No.:
(must match resolution)	Other	<u>\$132,300 (Tuition)</u>	Encumbrance No.: _____