



# Westchester Community College

State University of New York

41592

July 30, 2014

To: Board of Acquisition and Contract

From: John F. M. Flynn  
Interim President

Re: Authority to enter into an agreement with O'Connor Davies LLP for the provision of financial auditing services to Westchester Community College for a four year (4) year term.

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Westchester Community College (the "College") issued a request for proposals 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 four (4) fiscal year periods ending August 31, 2014, 2015, 2016 and 2017. Proposals were due by June 30, 2014. The College received six (6) proposals which were reviewed by both the College's Vice President and Dean of Administrative Services and Controller. After a thorough review, we recommend that an agreement be entered into with O'Connor Davies LLP ("O'Connor Davies").

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 their office has helped ensure the completion and release of audits on a timely basis.

The proposed agreement would have a term of four years, commencing on or about September 1, 2014. The College will pay \$51,500 during each year of the agreement. O'Connor Davies will be paid 75% of its annual fee upon completion of its year end audit field

work with the remaining 25% being paid upon submission of the final audit report and management letter. 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.

JFMF:me  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/14/2015 JOMARY VERA, SECRETARY

**RESOLUTION**

Upon a communication from John F. M. Flynn, Interim President, 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 O'Connor Davies LLP for the provision of financial auditing services to Westchester Community College for a four year (4) year term; and be it further

**RESOLVED**, that the agreement shall have a term of four years, commencing on or about September 1, 2014. The College will pay \$51,500 during each year of the agreement. O'Connor Davies will be paid 75% of its annual fee upon completion of its year end audit field work with the remaining 25% being paid upon submission of the final audit report and management letter. Should the College require any additional work outside the scope of the audit, O'Connor Davies will be compensated on a discounted hourly basis at the rates described in Schedule "A", with the total contract amount not to exceed \$215,000; 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		\$215,000

Budget Funding Year(s)      Start Date: 09/01/2014      End Date: 08/31/2018  
(must match resolution)

Funding Source:	Tax Dollars	\$49,450	Contractor Federal I.D. No./
	State Aid	\$58,050	Social Security No.:
\$215,000	Federal Aid		Vendor No.:
(must match resolution)	Other	\$107,500 (Tuition)	Encumbrance No.:

SCHEDULE "A"

TITLE RATE*	STANDARD RATE	DISCOUNTED
SR. PARTNER	\$290	\$250
PARTNER	\$245	\$225
SR. MANAGER	\$225	\$190
MANAGER	\$210	\$175
SUPERVISOR	\$170	\$145
SR. ACCOUNTANT	\$150	\$130
STAFF ASSISTANT	\$100-110	\$95

\* RATES WILL INCREASE BY 2% EACH YEAR OF THE AGREEMENT

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/14/2014 - JOMARY VIEIRA, SECRETARY