

 <b>GLWA</b> <small>Great Lakes Water Authority</small>	<b>Procurement Form (FOR)</b>		
	<b>Effective Date:</b> 5/1/2019	<b>Document #:</b> FSA_PRO_FOR_0039	<b>Revision Date:</b> 1/18/2022
<b>Document Title:</b> Procurement Board Report-RFP		<b>Document Owner/Department:</b> Procurement Team	

**Date: April 27, 2022**  
**To: Brian Baker, Audit Committee Chairman**  
**From: Daniel Edwards, Procurement Manager**  
**Re: Procurement Report**

<b>General Information</b>			
Contract Number:	2104125	Project Owner:	Steve Hoover, Finance Manger
Contract Title:	External Auditor Services		
Vendor:	Baker Tilly US, LLP		
Budget:	Operations and Maintenance		
Contract Length:	Three (3) years		

<b>Procurement Method</b>			
Competitively bid – Request for Proposal (RFP) Qualification Based Selection (QBS) – Evaluation Committee			
Advertised:	February 28, 2022	Addendums released:	2
Buyer:	Joan Salwasser	Downloaded by:	32
Response due date:	March 28, 2022	Responses received:	2

<b>Description</b>	<b>Proposed Cost</b>
Task 1 – Base Fees	
Year 1	\$ 201,500.00
Year 2	211,500.00
Year 3	222,000.00
Task 2 – Fee per Consent Letters (each)	1,500.00
Task 3 – Hourly Rate (\$250.00/Hour) for as needed services.	

Benchmarking was completed by comparing the proposals for this project. This analysis confirmed that rates are in competitive range.

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**Evaluation Committee: (Designation - Organization)**

A - Finance Manager - GLWA

B - Manager, Special Projects - GLWA

C - Financial Services - GLWA

<b>Vendor (Highest to lowest score)</b>	<b>Score</b>	<b>Proposed Fee (3 Years)</b>
*Baker Tilly US, LLP	91.78	
Task 1- Base Fee		\$ 635,000.00
Task 2 - Consent Letter (each) **		1,500.00
Task 3 - Hourly Services Rate		\$ 250.00
Rehmann Robson LLC	85.43	
Task 1- Base Fee		\$ 645,000.00
Task 2 - Consent Letter (each)		5,000.00
Task 3 - Hourly Services Rate		\$ 290.00

\*Negotiations to be scheduled following Board approval.

\*\* The RFP was not clear in differentiating between consent letters versus comfort letters. It was subsequently discovered that a consent letter requires less hours to perform than a comfort letter. Follow-up with Baker Tilly US, LLP clarified that the fee for a consent letter is \$1,500 each and that a comfort letter is \$25,000 each. It is recommended that both levels of service be included in the contract to allow the financing team to make the decision of which level of service is required at the time of a transaction.

**Business Inclusion and Diversity (B.I.D.)**

<input type="checkbox"/> B.I.D. program required	<input checked="" type="checkbox"/> B.I.D. program not required
<input type="checkbox"/> The recommended vendor for award submitted a B.I.D. plan per the requirements under this solicitation.	
<input type="checkbox"/> The recommended vendor for award did not submit a B.I.D. plan per the requirements under this solicitation.	
The vendor received points for the following scored criteria:	
<input type="checkbox"/> Business presence in State of Michigan	
<input type="checkbox"/> Business presence in GLWA service territory area (list the territory)	
<input type="checkbox"/> Business presence in economically disadvantaged GLWA service territory area (list the territory)	

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### Other Data Requested by GLWA Board Members for Recommended Vendor

Minority Business Enterprise (MBE): No  
 Small Business Enterprise (SBE): No  
 Woman Business Enterprise (WBE): No  
 Disadvantaged Business Enterprise (DBE): No  
 Detroit Based Business (DBB): No

Other:  
 Sub-Contractor(s) List: N/A  
 Vendor Response Survey: N/A

### Litigation

This vendor is not currently nor has been previously involved in any litigation with the GLWA.

### Financials

A financial risk assessment was performed by the GLWA via Dun & Bradstreet and was determined that the selected vendor has the financial capacity to perform the tasks under this contract. This information is available for the Board of Directors to review upon request.

### Previous Contract

Previous contract holder: Baker Tilly US, LLP

The previous contract, 1900933, was for the period of 6/12/2019 through 6/11/2022, for \$ 706,888.00 (including as needed services). The contract amount difference between the two contracts is provided in the table below.

<b>Contract Number</b>	<b>Vendor Name</b>	<b>Amount</b>
2104125	Baker Tilley US, LLP	\$ 635,000.00
1900933	Baker Tilley US, LLP	\$ 585,888.00
		\$ 49,112.00

Fees shown above represent Base Fees only. Other quoted fees are for "as needed" services.