



Children & Families
Commission of Orange County

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Agenda Item No. 10
July 7, 2010 Meeting

DATE: June 11, 2010

TO: Children and Families Commission of Orange County

FROM: Michael M. Ruane, Executive Director 

SUBJECT: Commission Audit and Contractor Monitoring Program

SUMMARY:

The Children and Families Commission of Orange County has maintained a comprehensive contractor audit program since 2001 and an expanded contractor monitoring program since 2004 through a slate of qualified on-call audit firms. Program audits are performed to verify that contractors perform services in accordance with contract requirements; expanded contractor monitoring projects are initiated for contractors that may be experiencing administrative or budgetary/fiscal challenges. The current on-call audit firms have provided services under contracts that are due to expire on June 30, 2010.

On May 3, 2010 a Request for Qualifications (RFQ) document related to the Commission's Program Audit and Contractor Monitoring Program was sent to 14 certified public accounting (CPA) firms serving Orange County. Three CPA firms submitted qualifications on May 24, 2010. Following a panel review process, the following three qualified audit firms are proposed to provide on-call program audit and expanded contractor monitoring services for the period July 1, 2010 through June 30, 2013 at an annual combined cost not to exceed \$50,000.

1. TCBA – Thompson, Cobb, Bazillo & Associates, P.C.
2. MGO – Macias, Gini & O'Connell
3. MHM – Mayer Hoffman McCann P.C.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed Agreements have been specifically reviewed in relation to the Strategic Plan, and are consistent with the goal area of Professional and Technical Services. This funding request is for the annual amount of \$50,000 per year for up to three years commencing on July 1, 2010. Funding for this item is included in the adopted FY 2010/11 budget.

PRIOR COMMISSION ACTIONS:

- June 2007 – On-call slate of audit firms to perform program audit and expanded contractor monitoring services recommendations approved for a three year period.
- June 2004 – On-call slate of audit firms to perform program audit and expanded contractor monitoring services recommendations approved for a three year period.

RECOMMENDED ACTIONS:

1. Approve the recommended slate of three audit firms to provide on-call audit and expanded contractor monitoring services for the period July 1, 2010 through June 30, 2013 at an annual combined cost of \$50,000.
2. Adopt Resolution (Attachment 1) authorizing the Executive Director, or designee, to prepare and negotiate contracts PS-85 with Thompson, Cobb, Bazillo & Associates, P.C.; PS-86 with Mayer Hoffman McCann P.C.; and PS-87 with Macias, Gini & O'Connell; perform program audit and expanded contractor monitoring services on an "on-call basis" in amounts not to exceed a combined annual cost of \$50,000 for the period July 1, 2010 through June 30, 2013.

ATTACHMENT:

1. Resolution authorizing Executive Director to prepare and negotiate contracts for program audit and expanded contractor monitoring services.

Contact: Barbara Phillips

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-10-C&FC

July 7, 2010

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR TO PREPARE AND NEGOTIATE THE FINAL FORM OF AGREEMENTS WITH DESIGNATED ORGANIZATIONS; AND MAKING CERTAIN FINDINGS IN CONNECTION THEREWITH

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the "Act") implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County ("Commission"); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County's children prenatal to five years of age as codified in the Act; and

WHEREAS, the Executive Director and Commission Counsel have prepared a standard Master Agreement for Consultant/Professional Services ("Master Agreement"), which was approved by the Commission; and

WHEREAS, the Commission desires to enter into Agreement PS-85 with Thompson, Cobb, Bazillo & Associates, P.C.; PS-86 with Mayer Hoffman McCann P.C.; and PS-87 with Macias, Gini & O'Connell to perform program audit and expanded contractor monitoring services on an "on-call basis" in amounts not to exceed a combined annual cost of \$50,000 for the period July 1, 2010 through June 30, 2013. as specified in the June 27, 2007 staff report for this Agenda Item, which services promote the purposes of the Act and the Strategic Plan; and

WHEREAS, Commission has reviewed the staff report relating to the Scope of Services to be provided and hereby finds and determines that the proposed Agreement is in furtherance of and consistent with the Commission's Strategic Plan; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission hereby authorizes the Executive Director, or designee, to prepare and negotiate the terms, conditions and final form of Agreement PS-85 with Thompson, Cobb, Bazillo & Associates, P.C.; PS-86 with Mayer Hoffman McCann P.C.; and PS-87 with Macias, Gini

& O'Connell to perform program audit and expanded contractor monitoring services on an "on-call basis" in amounts not to exceed a combined annual cost of \$50,000 for the period July 7, 2010 through June 30, 2013 consistent with the July 1, 2010 staff report and scope of services referenced therein; and

Section 3 The form of Agreement PS-85 with Thompson, Cobb, Bazillo & Associates, P.C.; PS-86 with Mayer Hoffman McCann P.C.; and PS-87 with Macias, Gini & O'Connell shall be substantially similar to the form of the standard Master Agreement, subject to minor, non-substantive revisions as reviewed and approved by the Executive Director or designee. The approval by the Executive Director of Agreement PS-85, Agreement PS-86, and Agreement PS-87 shall be conclusively evidenced by the execution and delivery of the Agreement by the Commission Chair to the Commission Clerk.

Section 4 Commission hereby approves Agreement PS-85 with Thompson, Cobb, Bazillo & Associates, P.C.; PS-86 with Mayer Hoffman McCann P.C.; and PS-87 with Macias, Gini & O'Connell to perform program audit and expanded contractor monitoring services on an "on-call basis" as specified in the July 7, 2010 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, Agreement PS-84 on behalf of the Commission.

Section 6 A copy of final Agreement PS-85 with Thompson, Cobb, Bazillo & Associates, P.C.; PS-86 with Mayer Hoffman McCann P.C.; and PS-87 with Macias, Gini & O'Connell, when executed by the Commission Chair, or Executive Director, and attested by the Clerk of the Commission shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Amendment shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director (or his designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Service Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on July 7, 2010 to wit:

AYES: Commissioners: _____

NOES: Commissioner(s): _____

EXCUSED: Commissioner(s): _____

ABSTAINED: Commissioner(s) _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, DARLENE J. BLOOM, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

DARLENE J. BLOOM
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-10-C&FC

Agenda Date: July 7, 2010

Item No. ____



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

DARLENE J. BLOOM, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final executed Agreement PS-85 with Thompson, Cobb, Bazillo & Associates, P.C.;
PS-86 with Mayer Hoffman McCann P.C.; and PS-87 with Macias, Gini & O'Connell)