



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 19-2129      **Version:** 1

**Type:** Consent      **Status:** Passed

**File created:** 9/24/2019      **In control:** Baldwin County Commission Regular

**On agenda:** 10/1/2019      **Final action:** 10/1/2019

**Title:** BRATS - Contract for Professional Services between the Baldwin County Commission and Wilkins Miller, LLC, for Preparation of a National Transit Database (NTD) Independent Auditors Statement of Financial Data

**Indexes:**

**Attachments:** 1. Wilkins Miller - Professional Services Contract, 2. Request for Quotes

Date	Ver.	Action By	Action	Result
10/1/2019	1	Baldwin County Commission Regular	Approved	

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 10/1/2019

**Item Status:** New

**From:** Wayne Dyess, County Administrator

**Submitted by:** Matthew Brown, BRATS Director of Transportation

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### **ITEM TITLE**

BRATS - Contract for Professional Services between the Baldwin County Commission and Wilkins Miller, LLC, for Preparation of a National Transit Database (NTD) Independent Auditors Statement of Financial Data

### **STAFF RECOMMENDATION**

Take the following actions:

1. Approve a Contract for Professional Services between the Baldwin County Commission and Wilkins Miller, LLC, for preparation of a Nation Transit Database (NTD) Independent Auditor Statement of Financial Data. The term of said contract shall commence immediately upon the same date as its full execution and shall terminate upon the expiration of six (6) months; and
2. Authorize the Chairman to execute the attached contact and any other related documents.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** At the August 6, 2019, Regular Meeting the Commission authorized BRATS to solicit quotes from professional accountants to prepare a National Transit Database (NTD) Independent Auditors Statement of Financial Data.

**Background:** Pursuant to the Federal Transit Administration National Transit Database (NTD) 2018 Policy Manual for Full Reporting, the Baldwin County Commission needs professional accounting services to prepare an Independent Auditors Statement for Financial Data (IAS-FD). After the IAS-FD has been prepared once, it will not need to be prepared for another 10 years unless there is a substantial change in our accounting system. For the IAS-FD, the auditor must review all BRATS financial forms to ensure that:

- The transit agency's accounting system follows the Uniform System of Accounts;
- The transit agency's accounting system follows accrual accounting or uses a directly translatable method; and
- All financial data are in accordance with NTD requirements.

The auditor must state in the IAS-FD if he or she finds that any data does not conform to NTD requirements and describe the discrepancies.

BRATS sent out a solicitation for quotes on August 20, 2019. Wilkins Miller, LLC, was the lowest responsive bidder at \$5,000.00.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$5,000.00 -- 80% of which will be reimbursed by ALDOT.

**Budget line item(s) to be used:** 51930.5150

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**

N/A - Standard County Contract

**Reviewed/approved by:** N/A

**Additional comments:** N/A

### **ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

### **FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Administration Staff & BRATS staff

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
Have three (3) original contracts executed-one for BCC, one for Wilkins Miller, and one for BRATS.

1) Administration Staff will mail three (3) originals to Wilkins Miller for execution.

Wilkins Miller, LLC  
ATTN: Ms. Erin Jones  
PO Box 70047  
Mobile, Alabama 36670

2) Once returned by Wilkins Miller, Administration Staff will obtain the Chairman's signature for the contract and witness and notarize in appropriate area.

6) Administration Staff will forward a fully executed original to Wilkins Miller, LLC, and a copy to BRATS Assistant Director, Chandra Middleton.

7) BRATS bookkeeping will coordinate invoicing and payment.

**Additional instructions/notes:** N/A