



Baldwin County Commission

Legislation Text

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

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

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, Alabam 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