



CITY OF ALLENTOWN

No. _____

RESOLUTION

R188 - 2021

Introduced by the Administration on November 3, 2021

Authorization for Contract with NW Financial Group, LLC in the amount of \$189,000.00 for the initial contract term City advertised a solicitation in order to obtain proposals to establish short-term and long-term financial and managerial objectives that strengthen the fiscal capacity of Allentown's government to administer essential public services. These activities will integrate with long-term community and economic development strategies that strengthen the City's revenue base.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code requires City Council approval by Resolution for the award of contracts or engagement of professional services.

WHEREAS, it is the desire of the City of Allentown to enter into an agreement with the aforementioned Contractor, for the use and purpose indicated in supporting the Recommendation of Award of Bid:

1. Name of Contractor/Consultant: NW Financial Group, LLC
2. Project or Contract Reference: RFP No. 2021-28-FINANCIAL MANAGEMENT CONSULTING SERVICES
3. Description of Service(s): City advertised a solicitation in order to obtain proposals to establish short-term and long-term financial and managerial objectives that strengthen the fiscal capacity of Allentown's government to administer essential public services. These activities will integrate with long-term community and economic development strategies that strengthen the City's revenue base.

NOW, THEREFORE, BE IT RESOLVED , on this the 3rd day of November of 2021, that the Council of the City of Allentown, hereby authorizes the Mayor and/or such other City officials as deemed appropriate by the City Solicitor, to sign and execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the above named contractor/consultant, for the project identified.



CITY OF ALLENTOWN
Request for Approval and Recommendation of Award

SUBJECT: Request for Contract Award and Approval by City Council Pursuant to City Ordinance, Article 130.16

Project or Contract Reference: RFP No. 2021-28-FINANCIAL MANAGEMENT CONSULTING SERVICES

TO: City Council, City Clerk, and Council Solicitor

FROM: Seth O'Neill, Department Head

DATE: October 20, 2021

Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for its approval and award of the contract.

- Check Type of Contract or Change:

X The contract is for over \$40,000 and required to be competitively bid under the City Code. We have advertised the above referenced project and received qualified bids/proposals.

The engagement of professional services. We have received and reviewed a proposal or proposals for professional services in connection with above referenced project or requirement for professional services.

- The contract appropriation or price increase **is not** included in this year's budget
- List the Vendor's name, address and proposed sum, of any and all **alternate** quotes/received, if any.

n/a

- List the name and address of the **recommended** Contractor/Vendor, include the following:

NW Financial Group, LLC- 886 Vaughn Road, Pottstown, PA 19465

Contract Consideration: A maximum of \$63,000.00 per contract year; for a total initial contract term sum of \$189,000.00.

Funding Source: 000-02-0602-0003-46

- Description of project or scope of services to be provided:

On September 10, 2021, the City advertised a solicitation in order to obtain proposals to establish short-term and long-term financial and managerial objectives that strengthen the fiscal capacity of Allentown's government to administer essential public services. These activities will integrate with long-term community and economic development strategies that strengthen the City's revenue base. On October 8, 2021, the City held the public opening for which it received only one (1) proposal. The technical evaluation was held on October 18, 2021, and scoring was done accordingly for the sole proposal. On the same date, the cost opening was held and the evaluation was performed on October 19, 2021. The committee members discussed the cost proposal. NW Financial Group, LLC proposal had a detailed breakdown of rates and hours respectively. The rates were competitive and had not changed from previous years. Cost matrix is consistent with current contract. The Proposal's rates were deemed fair based on hours and rates comparatively. No precise cost could be compared to other firms due to one submission, but the cost determination is comparable to other consulting services paid by the municipality. After a detailed rate breakdown by the evaluation committee, they were ready to score. At this time the City recommends award to NW Financial Group, LLC.

- Contract Term:

The Contract term shall commence on January 1, 2022, and shall cease three (3) years thereafter.

- List any renewal term options and duration of each renewal, if any:

Upon written agreement, this contract term may be renewed for up to an additional two (2) one (1) year terms. At the City's bequest, they may enter into an additional three (3) month extension, beyond the contract expiration period, in order to prevent a lapse in coverage, if necessary.

- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

A maximum of \$63,000.00 per contract year; for a total renewal sum of \$126,000.00.

A vote of final approval is requested of the members of Council and by passing the accompanying resolution, this Contract will be deemed approved and awarded.

By: Seth O'Neill, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution