



CITY OF ALLENTOWN

No. 30947

RESOLUTION

R184 - 2024

Introduced by the Administration on November 6, 2024

Authorization for Contract with Baker Tilly Vantagen, LLP in the amount of \$12,500.00 to perform an update of the city Personnel Policy Manual (PPM) and provide associated services related to the rollout of the new manual. One (1) proposal was submitted, contract shall be for twelve (12) months with one (1) three (3) month renewal beyond the contract expiration period.

Resolved by the Council of the City of Allentown, That

WHEREAS, Article 130.16 of the City's Administrative Code (recodified as §5-21) 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: Baker Tilly Vantagen, LLP
2. Project or Contract Reference: RFP No. 2024- 37 Personnel Policy Manual (PPM) Consultant
3. Description of Service(s): To perform an update of the city Personnel Policy Manual (PPM) and provide associated services related to the rollout of the new manual.

NOW, THEREFORE, BE IT RESOLVED , on this the 6th day of November, 2024, 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.

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30947 was adopted by the City Council of Allentown on the 6th day of November, 2024, and is on file in the City Clerk's Office.

Michael P. Hall
City Clerk

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

Project or Contract Reference: RFP No. 2024- 37 Personnel Policy Manual (PPM) Consultant

TO: City Council, City Clerk, and Council Solicitor

FROM: Mayor Matt Tuerk, Department Head

DATE: October 25, 2024

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:

Awarded contracts over \$40,000.00 done through cooperative purchasing.

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.

X 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** 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:

Baker Tilly Vantagen, LLP: 1200 Abington Executive Park, Clarks Summit, PA 18411

Contract Consideration: \$12,500.00

Funding Source: 000-06-0603-0001-46

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

On August 12, 2024, the City advertised a solicitation in search of a consultant (individual consultant or dedicated individual within a small firm) to perform an update of the city Personnel

Policy Manual (PPM) and provide associated services related to the rollout of the new manual. On September 18, 2024, there was a public opening held, for which one (1) proposal was received and distributed to all committee members via Teams for evaluation. The Technical evaluation was held on October 7, 2024, all committee members were present. The proposal was scored based on the following: IBE Preference (10 Points), Methodology (35 Points), Timeline (30 Points), and References (20 Points). The cost proposal was open on October 7, 2024, and distributed to all committee members via Teams for evaluation after the Technical evaluation. The Cost evaluation was held on October 14, 2024, all committee members were present. The committee discussed the Cost proposal (15 Points). The committee decided to not move forward with an oral presentation. The committee decided to award based on the firms qualifications and overall score. The committee is recommending award to Baker Tilly Vantagen, LLP.

- Contract Term:

The contract term shall commence upon full execution and shall cease 12 months thereafter.

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

Upon written agreement, the contract may be extended for up to an additional three (3) months beyond the contract expiration period.

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

N/A

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: Mayor Matt Tuerk, Department Head

Copies To: Mayor
Director of Finance
Purchasing
Controller

Attachment: proposed resolution