



# CITY OF ALLENTOWN

No. \_\_\_\_\_

## RESOLUTION

R184 - 2024

*Introduced by the Administration on November 6, 2024*

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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.

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### ***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 6<sup>th</sup> 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.

**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

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Pursuant to City Ordinances, Article 130.16, this Recommendation of Award is before City Council for it's 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 firm's 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.

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By: Mayor Matt Tuerk, Department Head

Copies To: Mayor  
Director of Finance  
Purchasing  
Controller

Attachment: proposed resolution