





TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: May 28, 2014 for submission on the Consent Agenda of the June 3, 2014 City Council Meeting

ITEM: Consideration of Issuance of Task Order to ST Services of Georgia for Financial Services

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### **Background**

City Council approved the issuance of a Contract and Year One Task Order to ST Services of Georgia for Financial Services at the May 17, 2011 City Council meeting. The Year Two Task Order was approved for FY2013 in the amount of \$1,633,011 on June 5, 2012. The Year Three Task Order was approved for FY2014 in the amount of \$1,673.863 on May 21, 2013.

### **Discussion**

During FY2014, ST Services of Georgia has performed the services required under the contract and associated Task Order. For the proposed services during FY2015, which begins on July 1, 2014, ST Services of Georgia used their approved escalator of 2.50%, for a not to exceed Task Order price of \$1,755,000. This amount includes an increase of .5 FTE for a Buyer I position to improve purchasing and procurement timelines.

### **Recommendation**

Staff recommends the issuance of a Task Order to ST Services of Georgia in the amount of \$1,755,000.

### **Attachment**

Task Order for Financial Services for ST Services of Georgia.

**City of Sandy Springs  
Financial Services  
Task Order**

<b>Title:</b>	Financial Services	<b>Task Order Number:</b>	FS-FY15-01
<b>Applicable CLIN:</b>	0001, 0002, 0003	<b>Issue Date:</b>	June __, 2014
<b>Period of Performance:</b>		July 1, 2014 – June 30, 2015	
<b>Issued To:</b>		ST Services of Georgia	
<b>Requirements (SOW Reference):</b>		WBS 3.0 – WBS 3.5 <sup>1</sup>	
<b>Workload</b>			
<b>Item and Quantity</b>			
<b>Revenue Collection (WBS 3.1)</b>			
Approximately 6100-6200 business licenses issued in the City			
Approximately 31 new business licenses processed per month			
Approximately 1 alcohol beverage license issued per month			
Over 2,000 annual business license renewals processed monthly during 3 month renewal period; business license renewals are processed within one week of receipt			
20 hotels/motels remit taxes monthly			
Approximately \$8,000-\$1,000,000 in cash collection per day; deposits to be made daily within 24 hours of collection			
<b>Purchasing (WBS 3.2)</b>			
Approximately 65 purchase requisitions processed monthly; under 5 days between receipt of requisition to purchase order issuance for informal purchases; under 35 days between receipt of requisition to purchase order and contract for formal bids			
Approximately 10-12 procurement bids prepared and released monthly			
Approximately 10-12 contracts prepared monthly			
20 procurement cards (held by 10% of City employees) monitored and reconciled monthly, with a per transaction limit of \$2,500			
1,500 active vendors, including those for police, fire and all other City departments			
Oral quotes obtained for services and goods from \$2,500 up to \$10,000			
Written quotes obtained for services and goods from \$10,000 up to \$50,000			
Bid process employed for services and goods \$50,000 and over			
Council must approve contracts of \$250,000 or more			
<b>Accounting (WBS 3.3)</b>			
2 major funds including general fund and capital projects fund; 6 non-major funds			
Annual budget of \$180,000,000			
One joint venture with an annual budget of \$5,800,000			
One component unit with an annual budget of \$1,700,000			
\$40,000,000 investment portfolio			
Payable processing of approximately 100 checks weekly			
Approximately 405 invoices received monthly			

<sup>1</sup> WBS references are to the Financial Services Statement of Work (SOW) attached to this Task Order

<b>Workload</b>		
<b>Item and Quantity</b>		
Approximately 456 invoices processed monthly (average processing time is 9 days)		
Invoices paid within 15 days of receipt		
Approximately 50 recurring payments		
Approximately 15 bank accounts		
Approximately 12-15 grants managed currently with a budget value of \$15,000,000		
Monthly financial statements are delivered to the City Manager and Council by the 12th of each month		
Annual audit is completed and published within 180 days of year end; all audit comments and recommendations to be addressed within following fiscal year		
All state reports and surveys are completed within applicable time frame given by issuing authority		
Approximately 127 sworn police officers; approximate Police Department annual budget of \$10,000,000		
<b>Budget Support (WBS 3.4)</b>		
Annual budget of \$180,000,000		
Approximately 250 City employees		
12 departmental budgets, including police and fire departments		
Over 30 capital project budgets		
<b>Administrative Support (WBS 3.5)</b>		
Approximately 36,000 square feet of office space at City Hall		
2 City Council meetings per month		
Design Review Board meeting once per month		
Respond to open records requests within 3 days of receipt		
Provide minutes of all official meetings within 30 days		
<b>Deliverables</b>		
In addition to the specific data item descriptions below, for all WBS elements under Financial Services, the Contractor shall be required to produce documents including, but not limited to, reports, correspondence in all forms (written, e-mail, etc.), plans and updates, as required in the ordinary course of business or as directed by the City Manager.		
Data Item Description	Data Item Number	Submission Frequency
<b>Revenue Collection (WBS 3.1)</b>		
Reconciliation Report	DI-COSS-FS-001	Monthly
Cash Activity Report	DI-COSS-FS-002	Monthly
Deposit Report	DI-COSS-FS-003	Daily
<b>Purchasing (WBS 3.2)</b>		
Procurement Card Activity Report	DI-COSS-FS-004	Monthly
Outstanding Purchase Order Reconciliation Report	DI-COSS-FS-005	Annually

Deliverables		
Data Item Description	Data Item Number	Submission Frequency
<b>Accounting (WBS 3.3)</b>		
Financial Report	DI-COSS-FS-006	Monthly
Comprehensive Financial Report	DI-COSS-FS-007	Annually
Bank Reconciliation Report	DI-COSS-FS-008	Monthly
Budget Variance Report	DI-COSS-FS-009	Monthly
Cash, Collateral and Investment Report	DI-COSS-FS-010	Monthly
Balance Sheet Reconciliation Report	DI-COSS-FS-011	Monthly
<b>Budget Support (WBS 3.4)</b>		
Budget Document	DI-COSS-FS-012	Annually
Budget Analysis Report	DI-COSS-FS-013	Monthly
<b>Administrative Support (WBS 3.5)</b>		
Records Retention Schedule	DI-COSS-FS-014	Monthly
Meeting Minutes	DI-COSS-FS-015	Monthly
Meeting Agenda	DI-COSS-FS-016	Monthly
<b>Performance Metrics</b>		
<p><b><u>Business Licenses:</u></b></p> <ul style="list-style-type: none"> <li>• Complete daily cash processing, reconciliations, deposits and discrepancy resolution related to all funds received regarding business license and the like</li> <li>• Administer process for liquor licenses and related business</li> <li>• Process payment for all court related transactions including visiting City of Alpharetta to collect jail bonds, verify and deposit</li> <li>• Process a minimum of \$4,500 business licenses annually including mailing of the packets, responding to inquiries and assisting with completion of application</li> <li>• Respond to open records request as needed</li> <li>• Manage the special events application process</li> </ul> <p><b><u>Purchasing:</u></b></p> <ul style="list-style-type: none"> <li>• Process 20 requisition &amp; purchase orders monthly</li> <li>• Obtain verbal &amp; written quotes for goods and services from \$10k - \$50k</li> <li>• Obtain bids for goods and services over \$50k</li> <li>• Process approximately 5-7 solicitations prepared and released monthly</li> <li>• Participate in bi-weekly CIP meetings</li> <li>• Meet as necessary with program managers to discuss purchasing needs</li> </ul> <p><b><u>Accounting:</u></b></p> <ul style="list-style-type: none"> <li>• Assist in preparation of annual budget</li> <li>• Process check runs twice weekly (or as the City requires)</li> <li>• Complete month end closing process by 11th of month to assure timely financial reporting</li> <li>• Process approximately 500 invoices monthly</li> <li>• Respond to open records request as needed</li> </ul> <p><b><u>Records Management:</u></b></p> <ul style="list-style-type: none"> <li>• Manage open records request process from 100-175 monthly</li> <li>• Follow established protocols for processing public records requests</li> <li>• Prepare minutes, agenda and other requests as needed for City Council meetings</li> <li>• Beginning the process for a functional record keeping system</li> <li>• Backup City Management admin area as needed</li> </ul>		

<b>Special Considerations</b>			
<b>Key personnel:</b>	<i>D'Wayne Hulbert - Accounting Manager, John Cruse- Business License Manager, Jeff Allen, Purchasing Manager, Cathy Umeri - AIP Manager</i>		
<b>City-Furnished Property:</b>	All office supplies, furniture, fixtures, equipment, motor vehicles and computer hardware and software will be provided by the City.		
<b>Travel:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0002 of the Financial Services Base Contract.		
<b>Training:</b>	A cost reimbursable item, as approved by the City pursuant to CLIN 0003 of the Financial Services Base Contract. For purposes of this Task Order, the Contractor shall include in its cost calculations the amount of \$51,000.00 for training.		
<b>Other:</b>	Other cost reimbursable items, as approved by the City pursuant to CLIN 0003 of the Financial Services Base Contract.		
<b>Level of Effort and Fixed Price</b>			
<b>Contract Labor Categories</b>	<b>FTE</b>	<b>FBR<sup>2</sup></b>	<b>Labor Category Price</b>
Accounting Manager	1	\$75.67	\$157,393.60
Purchasing Manager	1	\$67.25	\$139,880.00
Operations Manager	1	\$54.00	\$112,320.00
Operations Specialist I	3	\$33.11	\$206,606.40
Operations Specialist II	2	\$37.39	\$155,542.40
Buyer I	1	\$37.83	\$78,686.40
Buyer II	1	\$40.09	\$83,387.20
Accountant III	1	\$53.95	\$112,216.00
Accountant II	3	\$51.99	\$324,417.60
Accountant I	1	\$37.81	\$78,644.80
Administrative Assistant	2	\$33.20	\$138,112.00
Receptionist	1	\$41.60	\$86,528.00
Senior Records Clerk	1	\$39.07	\$81,265.60
		Premium for overtime and shift differential	\$
<b>Total FTE:</b>	<b>19.00</b>	<b>Total Fixed Price:</b>	<b>\$1,755,000</b>
<b>Issued To:</b>	ST Services of Georgia		
<b>City of Sandy Springs Approval:</b>	<i>Authorized signature</i>		
<b>Date:</b>			
<b>Attest:</b>			

<sup>2</sup> See Section B.5 of the Base Contract for not to exceed fully burdened labor rates.