

**CITY OF SANDY SPRINGS  
FINANCIAL SERVICES  
TASK ORDER**

<b>Title:</b>	Financial Services	<b>Task Order Number:</b>	FS-FY20-01
<b>Applicable CLIN:</b>	0001, 0002, 0003	<b>Issue Date:</b>	June 19, 2019
<b>Period of Performance:</b>	July 1, 2019 – June 30, 2020		
<b>Issued To:</b>			
<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 6,100-6,200 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 orders and/or contracts for formal bids/solicitations			
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 less than \$5,000			
Written quotes obtained for services and goods from \$5,000 up to \$100,000			
Formal bid process employed for services and goods \$100,000 and over			
Council must approve contracts of \$250,000 or more			
<b>Accounting (WBS 3.3)</b>			
3 major funds including general fund, capital projects fund and public facilities authority fund; 11 non-major funds			
One joint venture with an annual budget of \$3,085,070			
One component unit with an annual budget of \$1,500,000			
\$15,000,000 investment portfolio			
Payable processing of approximately 100 checks weekly			
Approximately 750 invoices processed monthly (average processing time is 9 days)			

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

<b>Workload</b>		
<b><i>Item and Quantity</i></b>		
Invoices paid within 15 days of receipt		
Approximately 50 recurring payments		
Approximately 22 bank accounts		
Approximately 5-10 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		
<b>Budget Support (WBS 3.4)</b>		
Annual budget of \$402,000,000		
Approximately 360 City employees		
19 departmental budgets, including police and fire departments		
Over 50 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		
Quarterly Board of Ethics meetings		
Public Facilities Authority and Development Authority meetings as needed		
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.		
<b><i>Data Item Description</i></b>	<b><i>Data Item Number</i></b>	<b><i>Submission Frequency</i></b>
<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		
<i>Data Item Description</i>	<i>Data Item Number</i>	<i>Submission Frequency</i>
<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> <i>(completed by Offeror)</i>		
<p><b><u>Business Licenses:</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b><u>Purchasing:</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b><u>Accounting:</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b><u>Records Management:</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Special Considerations</b>		
<b>Key personnel:</b>	<i>ENTER NAME - Assistant Finance Director, ENTER NAME - Revenue Manager, ENTER NAME - Purchasing Manager, ENTER NAME – Accounts Payable 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.	

