
CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council

DATE: May 30, 2012

FROM: John McDonough, City Manager

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

MEETING DATE: For Submission onto the June 5, 2012, City Council Regular Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Task Order

APPROVAL BY CITY MANAGER:



APPROVED

NOT APPROVED

PLACED ON AGENDA FOR:

6/5/2012

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL:



REMARKS:



TO: Mayor and City Council

FROM: John McDonough, City Manager

DATE: May 30, 2012 for submission on the Consent Agenda of the June 5, 2012
City Council Meeting

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

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.

Discussion

During FY2012, ST Services of Georgia has performed the services required under the contract and associated Task Order. For the proposed services during FY2013, which begins on July 1, 2012, ST Services of Georgia used their approved escalator of 2.50%, for a not to exceed Task Order price of \$1,633,011.

Recommendation

Staff recommends the issuance of a Task Order to ST Services of Georgia in the amount of \$1,633,011.

Attachment

Task Order for Financial Services for ST Services of Georgia.



April 2, 2012

Attention: Ms. Eden Freeman

Assistant City Manager
City of Sandy Springs, Georgia
7840 Roswell Road, Building 500
Sandy Springs, GA. 30350

Subject: CA2011 – 041 Financial Services Contract

Dear Ms. Freeman,

We are in receipt of your email concerning the extension of our Financial Services contract with the City for a second year. On behalf of ST Services of Georgia, we are planning on continuing the contract with the City and have attached the completed Tasking Order.

We have included the annual pricing for the second year of the contract in the amount of \$1,633,011 which is the amount originally submitted for the second year of the contract. We have also included performance metrics as requested. Please let me know if there is anything else you need to formally renew the contract for the second year.

Sincerely,

A handwritten signature in blue ink that reads "Bob Koncar".

Bob Koncar - Regional General Manager

Attachment: Tasking Order FS-FY13-01

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

Title:	Financial Services	Task Order Number:	FS-FY13-01
Applicable CLIN:	0001, 0002, 0003	Issue Date:	May 1, 2012
Period of Performance:		July 1, 2012 – June 30, 2013	
Issued To:		ST Services of Georgia	
Requirements (SOW Reference):		WBS 3.0 – WBS 3.5 ¹	
Workload			
<i>Item and Quantity</i>			
Revenue Collection (WBS 3.1)			
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			
Purchasing (WBS 3.2)			
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			
Accounting (WBS 3.3)			
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			

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

Workload		
Item and Quantity		
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		
Budget Support (WBS 3.4)		
Annual budget of \$180,000,000		
Approximately 250 City employees		
12 departmental budgets, including police and fire departments		
Over 30 capital project budgets		
Administrative Support (WBS 3.5)		
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		
Deliverables		
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
Revenue Collection (WBS 3.1)		
Reconciliation Report	DI-COSS-FS-001	Monthly
Cash Activity Report	DI-COSS-FS-002	Monthly
Deposit Report	DI-COSS-FS-003	Daily
Purchasing (WBS 3.2)		
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>
Accounting (WBS 3.3)		
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
Budget Support (WBS 3.4)		
Budget Document	DI-COSS-FS-012	Annually
Budget Analysis Report	DI-COSS-FS-013	Monthly
Administrative Support (WBS 3.5)		
Records Retention Schedule	DI-COSS-FS-014	Monthly
Meeting Minutes	DI-COSS-FS-015	Monthly
Meeting Agenda	DI-COSS-FS-016	Monthly
Performance Metrics <i>(completed by Offeror)</i>		
<u>Revenue Collection:</u>		
<ul style="list-style-type: none"> • Complete daily cash collections and make daily deposits for all funds received including but not limited to Business taxes, business licenses, Court related transactions (jail bonds) and community development. • Process a minimum of 5,500 business licenses per year. 		
<u>Purchasing:</u>		
<ul style="list-style-type: none"> • Process 60 purchase orders per month. • Obtain verbal quotes for goods and services up to \$10,000. • Obtain written quotes for services and goods from \$10,000 to \$50,000. • Obtain bids for goods and services over \$50,000. 		
<u>Accounting:</u>		
<ul style="list-style-type: none"> • Prepare and administer the City's annual budget. • Process up to 3 check runs per week. • Complete monthly financial statements by the 12th of each month (This is currently being completed by the City), we assure all activity is entered for the generation of the financial statements. • Process approximately 450 invoices monthly. 		
Special Considerations		
Key personnel:	<i>Toni Carlisle – Accounting Manager, Brandon Branham – Operations Manager, Ruby Patton – Purchasing Manager</i>	
City-Furnished Property:	All office supplies, furniture, fixtures, equipment, motor vehicles and computer hardware and software will be provided by the City.	

Travel:	A cost reimbursable item, as approved by the City pursuant to CLIN 0002 of the Financial Services Base Contract.		
Training:	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.		
Other:	Other cost reimbursable items, as approved by the City pursuant to CLIN 0003 of the Financial Services Base Contract.		
Level of Effort and Fixed Price (completed by Offeror)			
Contract Labor Categories	FTE	FBR²	Labor Category Price
Accountant I	1	\$ 34.77	\$ 72,336
Accountant II	3	\$ 45.58	\$ 284,380
Accountant III	2	\$ 51.20	\$ 212,990
Accounting Manager	1	\$ 72.00	\$ 149,758
Administrative Assistant	2	\$ 30.78	\$ 128,060
Buyer I	.60	\$ 19.06	\$ 23,793
Buyer II	1	\$ 43.87	\$ 91,244
Buyer III		\$	\$
Operations Manager	1	\$ 51.40	\$ 106,912
Operations Specialist I	3	\$ 31.52	\$ 196,659
Operations Specialist II	1	\$ 35.59	\$ 74,032
Operations Specialist III		\$	\$
Purchasing Manager	1	\$ 64.00	\$ 133,118
Receptionist	1	\$ 39.60	\$ 82,374
Senior Records Clerk	1	\$ 37.19	\$ 77,355
		\$	\$
		\$	\$
		\$	\$
		Premium for overtime and shift differential	\$
Total FTE:	18.6	Total Fixed Price:	\$ 1,633,011
Issued To:	ST Services of Georgia		
City of Sandy Springs Approval:	<i>Authorized signature</i>		
Date:			
Attest:			

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