



## Decision Memo

### Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: May 9, 2023

MinuteTraq (IQM2) ID #: 23-1819

Department Requisition #: \_\_\_\_\_

Requesting Department: Finance	Department Contact: Melanie Koga
Contact Email: Melanie.Koga@dupageco.org	Contact Phone: (630) 407-6134
Vendor Name: Baker Tilly Vichow Kraus	Vendor #: 13111

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

The Finance Department requests a 4-month time extension to the Baker Tilly contract for Audit Services. This amendment would change the contract end date from 05/31/2023 to 09/30/2023. There is no change to the total contract amount.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

The County's 4-year Audit Services contract expires on 05/31/2023. The County is in the process of rebidding the contract. The expected start date of the new contract is 10/01/2023. While the County is on schedule to complete its FY2022 annual financial audit by 05/31/2023, the Finance Department recommends extending the Baker Tilly agreement through 09/30/2023. Retaining Baker Tilly through this period will ensure coverage should any unanticipated accounting issues arise.

#### Strategic Impact

Financial Planning

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This contract extension is in the best interest of the County's finances.

**Source Selection/Vetting Information** - Describe method used to select source.

NA

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

The County could forgo this contract extension, since the annual audit is anticipated to be completed at the end of May and the next year's audit will not commence until November/December; however, the County would then be without audit consulting services. The Finance Department recommends the more conservative approach of keeping Baker Tilly on contract just in case their technical expertise/advice is needed during this interim period.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

None.