



George Latimer
County Executive

Department of Finance

Karin Hablow
Commissioner

#109872

DATE: October 24, 2024

TO: Board of Acquisition and Contract

FROM: Karin E. Hablow
Commissioner, Department of Finance

SUBJECT: Authority for the County of Westchester to amend its existing agreements with PKF O'Connor Davies, LLP and Guidepost Solutions, LLP, for audit and review services, in order for the County to exercise the first of two options to extend the term of each agreement for a period of two (2) years, for an aggregate amount not-to-exceed \$800,000.00.

On January 27, 2022, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Finance ("Department") to enter into agreements (individually, the "Agreement" and collectively, the "Agreements") with two (2) consulting firms: 1) PKF O'Connor Davies, LLP ("PKFOD"); and 2) Guidepost Solutions, LLP ("Guidepost Solutions," and collectively with PKFOD, the "Firms"), pursuant to which each of the Firms was to provide audit and review services, on an "as needed" basis, for an initial term of three (3) years, from January 1, 2022 through December 31, 2024 (the "Initial Term"), with the County having the option to renew the term of each Agreement for up to two (2) additional two-year periods thereafter. The Agreements were for an aggregate not-to-exceed amount of \$1,200,000.00. The Agreements were subsequently executed.

The Firms have been performing satisfactorily under the Agreements, and the Department desires to exercise the first (1st) of its two (2) options under the Agreements to extend the Initial Term thereof by an additional period of two years, commencing on January 1, 2025 through December 31, 2026.

Accordingly, authority is hereby requested from your Honorable Board to authorize the County to amend the Agreements, in order for the County to exercise the first (1st) of its two (2) options under each Agreement to extend the Initial Term thereof for a period of two years, commencing on January 1,

2025 through December 31, 2026 ("First Extended Term"). For the services to be rendered by the Firms during the First Extended Term, the Firms shall be paid at the hourly rates set forth in Schedule "A" attached to the proposed resolution, in an aggregate not-to-exceed amount of \$800,000.00, bringing the total aggregate amount under the Agreements to an amount not to exceed to \$2,000,000.00.

The scope of services to be performed by PKFOD and Guidepost Solutions under the First Extended Term include, among other things, audit and review services of records pertaining to the entire fiscal years ending December 31, 2024 and 2025, and payment for such services will be effected in the calendar year of the First Extended Term when such services were rendered with respect to the immediately preceding audited year ending on December 31, 2024 and 2025.

Except as specifically amended hereby, all other terms and conditions of the Agreement shall remain in full force and effect.

The proposed amendments will serve a public purpose by ensuring that the County will continue to have access to professional audit services from public accounting firms that will provide necessary multi-disciplinary audit and review services to various County departments. The goal and objective of the proposed amendments is in the best interests of the County in terms of fiscal responsibility, as said multi-disciplinary audit and review services are to be conducted with the intent of confirming compliance with the appropriate County, State and Federal policies, rules, regulations, laws and agreements, and determining the financial integrity, economy, efficiency and effectiveness of a variety of County operations.

The goal and objective of the proposed amendments will be tracked and monitored by the staff of the Department.

I respectfully recommend approval of the attached resolution.

KEH/cmc

RESOLUTION

Upon a communication from the Commissioner of the Department of Finance, be it hereby:

RESOLVED, that the County of Westchester (the “County”) is hereby authorized to amend the existing agreements (“Agreements”) with PKF O’Connor Davies, LLP and Guidepost Solutions, LLC (individually, the “Firm” and collectively, the “Firms”), for the provision of audit and review services, for an initial term of three (3) years, from January 1, 2022 through December 31, 2024 (collectively, the “Agreements”), for an aggregate not-to-exceed amount of \$1,200,000.00, in order for the County to exercise the first (1st) of its two (2) options under each Agreement to extend the initial term of each Agreement for a period of two years, commencing on January 1, 2025 through December 31, 2026 (“First Extended Term”); and be it further

RESOLVED, that for the services to be rendered by the Firms during the First Extended Term, the Firms shall be paid at the hourly rates set forth in Schedule “A” attached hereto and made a part hereof, in an aggregate not-to-exceed amount of \$800,000.00; and be it further

RESOLVED, that except as specifically amended hereby, all other terms and conditions of the Agreements shall remain in full force and effect.

RESOLVED, that the Agreements, as amended, are subject to County appropriations; and be it further

RESOLVED, that the Agreements, as amended, are also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to each Firm, then each Firm shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars	
101	Various	Various	Various		\$400,000	(2025)
101	Various	Various	Various		\$400,000	(2026)

Budget Funding Year(s): 2025-2026 Start Date: 01/01/25
(must match resolution)

End Date: 12/31/26

Funding Source
\$800,000
(must match resolution)

Tax Dollars: \$800,000
State Aid: _____
Federal Aid: _____
Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/20/2024 - RAYMOND SCULKY, SECRETARY

SCHEDULE "A"

HOURLY RATES

PKF O'Connor Davies, LLP

Level	2024
Sr. Partner/Partner	\$350-340
Director	\$300-290
Manager	\$275-260
Supervisor	\$250-240
Senior Accountant	\$225-215
Associate	\$175-165

Guidepost Solutions, LLC

Thomas A. McShane	\$425
Kevin T. Brant	\$375
Mary Stutzman	\$375
Russell Richardson	\$350
Glenn A. Rosen	\$350
Matthew A. Paul	\$300
Morgan Petersen	\$185
Ryan Samaroo	\$185
Jesse Alvarado	\$185
Subject Matter Experts	\$350 - \$500