



MEMORANDUM

To: CMAP Board

From: Stephane Phifer, Interim Deputy of Finance

Date: May 30, 2024

Subject: Authorization to enter into a contract with an accounting firm to be determined as a result of RFP 303, for Accounting Services for a term up to 24-months with three, one-year optional renewals, in an annual amount not to exceed \$950,000

Action Requested: Approval

Purpose

Chicago Metropolitan Agency for Planning is seeking an accounting firm to provide daily finance services to the agency. The firm would provide a team of personnel to conduct the accounting and finance activities of the agency and to assist in other finance issues as they arise.

Background

The Accounting program area of the agency provides for the design, implementation, and management of accounting, and business practice activities at CMAP. The finance program is responsible for ensuring that the agency is effectively operating within a fiscally constrained budget and meeting its core MPO responsibilities within the funding structure. This program is accountable for managing the accounting and reporting activities of the agency in accordance with accounting and auditing standards as required by the Office of Management and Budget (OMB), and for facilitating the annual audit to ensure the agency achieve an “unqualified” audit rating.

CMAP will be transitioning to a Microsoft D365 Enterprise resource planning (ERP) software system beginning with the 2025 fiscal year. And this along with significant staffing turnover in the accounting program, has created a challenge and an opportunity for the agency to assess the options in meeting the personnel needs for daily financial tasks.

The proposal is for a firm to provide a team of four (4) personnel to conduct the daily accounting tasks and annual reporting requirements for the agency. The work of the firm personnel would be directly supervised by the CMAP Accounting Principal. The Financial Planning and Analysis portion of the Finance Division’s work would continue to be completed

by CMAP staff. This includes budget and work plan development processes, performance measure monitoring, grant management, and procurements.

If an accounting firm can be identified that satisfies the agency's requirements at rates that are reasonable for the services provided, contracting with a firm will benefit the agency by providing scalability, flexible expertise, and operational continuity by quickly appointing qualified personnel to meet the agency's changing needs.

Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer questions.

The key dates were as follows:

RFP Advertisement/Release	May 24, 2024
Pre-bid Meeting (optional)	May 29, at 11:00 AM Central Time
Deadline for Questions	June 3, 2024, at 3:00 PM Central Time
Submittal deadline	June 7, 2024, at 3:00 PM Central Time
Estimated award recommendation	June 19, 2024

There were five (5) attendees that joined the pre-bid meeting, representing four (4) unique accounting firms.

The deadline for proposals to be submitted is forthcoming and those that are received will be reviewed for completeness and complete submittals will be reviewed by CMAP staff, who will score each proposal independently based on the evaluation criteria included in **Attachment 1**.

Recommendation for contractor selection

Following consideration of the proposals, the evaluation panel will determine which proposal represents the strongest overall submittal based on the evaluation criteria.

To facilitate the timely execution of a contract prior to the next scheduled Board meeting, the evaluation panel requests authorization to enter into a contract with an accounting firm to be determined for Accounting Services for a term up to 24-months with three, one-year optional renewals, in an annual amount not to exceed \$950,000.

Attachment 1: Evaluation criteria

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