

BUFFALO ERIE NIAGARA LAND IMPROVEMENT CORPORATION

MEMORANDUM

TO: Board of Directors, Buffalo Erie Niagara Land Improvement Corporation
FROM: Brendan Mehaffy, Chairperson
SUBJECT: **Resolution #2017-38** Approve Accounting Firm for BENLIC Accounting Services
DATE: August 17, 2017

DISCUSSION:

The Corporation issued a Request for Proposals (RFP) for Accounting Services on June 19, 2017. The purpose for the issuance of the RFP was to obtain professional accounting services for the Corporation as it grows in operation and in response to its 2016 independent audit finding. The Corporation Audit and Finance Committee reviewed the 2016 audit including the finding at a meeting on April 26, 2017 and suggested professional accounting services be obtained by BENLIC for assistance with journal entry review and composition, year-end and audit-preparation procedures, and assistance in preparation of periodic financial statements. The RFP was submitted directly to 15 local CPA firms, and posted online on the BENLIC website. Three responses were received – R.A. Mercer, Lumsden McCormick, and Dopkins and Co. Subsequently, BENLIC staff created an evaluation score card and scored the responses, and sent its score along with a blank evaluation score card to the Audit and Finance Committee. Additionally, a request for clarification and interview was sent to all three respondents – however only two firms responded. As a result, the Audit and Finance Subcommittee interviewed two firms in person on August 14, 2017 – R.A. Mercer and Lumsden McCormick. After consideration of the complete proposals and interviews, the BENLIC Audit and Finance Committee unanimously suggested Lumsden McCormick as the preferred firm.

BENLIC possess \$16,793 from its LISC grant award to appropriate towards accounting/ bookkeeping services for 2017-2018.

ACTION:

WHEREAS, the Buffalo Erie Niagara Land Improvement Corporation wishes to enter into an agreement with a qualified, local CPA firm for professional accounting services;

WHEREAS, pursuant to the Corporation's Procurement Policy section E, the desired services were solicited on June 19, 2017, with a deadline to submit responses by July 13, 2017;

WHEREAS, the proposals of the various firms are summarized in the table below:

FIRM	FEE	RESPOND TO REQUEST/ INTERVIEW?	STAFF EVALUATION SCORE (MAX. 100)
Lumsden McCormick	\$18,500	Yes	95
R.A. Mercer	Hourly: \$90 per hour, blended rate. Estimate of 150-290 total hours.	Yes	73
Dopkins & Co.	\$16,000	No	54

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RESOLVED, that the BENLIC Board of Directors authorizes the Corporation to execute a contract with Lumsden McCormick, LLP, to perform accounting services in accordance with BENLIC's RFP in an amount not to exceed fee of \$18,500 for a period of one year; and be it further

RESOLVED, that at BENLIC's option and upon approval of BENLIC's Audit and Finance Committee, the Corporation may renew such agreement with Lumsden McCormick, LLP for subsequent years at not to exceed fees of \$18,900 – year 2, and \$19,300 – year 3; and be it further,

RESOLVED, that this Resolution, approving Lumsden McCormick, LLP, 369 Franklin Street, Buffalo, New York 14202, shall take effect immediately.