



## Legislation Details (With Board Report)

**File #:** A 22-131      **Name:** Kevin Harper, CPA & Associates  
**Type:** BoS Agreement      **Status:** Passed - Department of Social Services  
**File created:** 3/25/2022      **In control:** Board of Supervisors  
**On agenda:** 4/19/2022      **Final action:** 4/19/2022

**Title:** a. Approve and authorize the Director of the Department of Social Services to sign Amendment No. 2 to the agreement with Kevin W. Harper CPA & Associates for federal subrecipient monitoring services, federal audit and compliance consulting services and staff training, extending the term to June 30, 2023 and adding \$20,000 for a revised contract total of \$118,000; and  
b. Authorize the Director of the Department of Social Services to sign up to three (3) amendments to this Agreement where the total amendments do not exceed 10% (\$11,800) of the revised contract amount and do not significantly change the scope of work.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Amendment 1, 3. Amendment 2, 4. Original Agreement, 5. Completed Board Order Item No. 69

Date	Ver.	Action By	Action	Result
4/19/2022	1	Board of Supervisors	approved - department of social services	Pass

a. Approve and authorize the Director of the Department of Social Services to sign Amendment No. 2 to the agreement with Kevin W. Harper CPA & Associates for federal subrecipient monitoring services, federal audit and compliance consulting services and staff training, extending the term to June 30, 2023 and adding \$20,000 for a revised contract total of \$118,000; and  
b. Authorize the Director of the Department of Social Services to sign up to three (3) amendments to this Agreement where the total amendments do not exceed 10% (\$11,800) of the revised contract amount and do not significantly change the scope of work.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Approve and authorize the Director of the Department of Social Services to sign Amendment No. 2 to the agreement with Kevin W. Harper CPA & Associates for federal subrecipient monitoring services, federal audit and compliance consulting services and staff training, extending the term to June 30, 2023 and adding \$20,000 for a revised contract total of \$118,000; and  
b. Authorize the Director of the Department of Social Services to sign up to three (3) amendments to this Agreement where the total amendments do not exceed 10% (\$11,800) of the revised contract amount and do not significantly change the scope of work.

**SUMMARY/DISCUSSION:**

The Department of Social Services (DSS) receives federal funds for programs and services, where the funds are passed through to DSS from the state. DSS then contracts with agencies and other service providers to provide and manage the services. The services provided under this agreement are required to ensure DSS meets all audit and compliance requirements when acting as a pass-through agency for these federal funds.

The original agreement was awarded through Request for Proposals (RFP) #10583. DSS is requesting the one

year extension due to the need to reallocate resources and time away from this work during the period when focus was on the response to the COVID-19 pandemic.

OTHER AGENCY INVOLVEMENT:

The Auditor-Controller and Purchasing have reviewed and approved this agreement. County Counsel has approved the agreement as to form.

FINANCING:

Funding is provided by Federal and State revenues and Realignment funds. Sufficient appropriations and estimated revenues are included in the SOC005 FY2022-23 Requested Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This amendment correlates to the Administration Strategic Initiative adopted by the Board of Supervisors by allowing the Department of Social Services to comply with all audit and compliance requirements when acting as a pass-through agency for federal funds.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Becky Cromer, Finance Manager III, x4044

Approved by: Lori A. Medina, Director, x4430

Attachments: Original Agreement  
Amendment No. 1

Proposed Amendment is on file with the Clerk of the Board as an attachment to this Board Report.