



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Controller



**Date:** March 22, 2016

**Board Meeting Date:** April 26, 2016

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Juan Raigoza, Controller

**Subject:** Agreement with Rodney Craig Goodman Jr., CPA

**RECOMMENDATION:**

Adopt a resolution waiving the Request for Proposal process and authorizing an agreement with Rodney Craig Goodman Jr. CPA, for the provision of accounting, financial reporting, and training services for the term of May 1, 2016 through June 30, 2017 in an amount not to exceed \$145,000.

**BACKGROUND:**

Each year, the County is responsible for preparing and publishing the Comprehensive Annual Financial Report (CAFR). This financial report includes financial activities of several blended and discreetly presented component units of the County such as San Mateo County Joint Powers Financing Authority, San Mateo County Housing Authority, In-Home Supportive Services Public Authority, and numerous special districts including County Services Areas, Sewer and Sanitation, Flood Control, Lighting, and other special districts.

Preparation and training for these financial reports requires highly technical knowledge of government accounting standards and procedures, and familiarity with County's general operations and hospital specific accounting practices. Due to the complexity of financial reports, and the need to properly train newly hired staff with specialized technical skills, it is in the best interest of the County to obtain external assistance for these services.

**DISCUSSION:**

The Contractor has specific knowledge related to the County financials and successfully assisted County staff to complete the County's financial reports for FY 2014-15. The Contractor is experienced in preparing Government Finance Officers Association (GFOA) Award-winning CAFRs. The Contractor's experience preparing CAFRs for various California counties will enable the County to meet its financial reporting

requirements on time while adhering to the highest standards in governmental accounting.

In light of the foregoing, Controller's Office hereby requests that the Board of Supervisors to waive the Request for Proposal (RFP) process for contracted services that are necessary for the provision of accounting, financial reporting, and training services to maintain compliance with highly complex and technical financial reporting standards and to train the newly hired staff.

The Controller's Office also requests that the Board give authority to the Controller or his/her designee to execute subsequent amendments to the Agreement which do not exceed an aggregate of \$25,000.

County Counsel has reviewed and approved the resolution and the agreement as to form. Risk Management has reviewed and approved the Resolution and the agreement as to form.

Approval of this agreement contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing the citizens access to County's financial health through easy to read financial reports.

**PERFORMANCE MEASURE(S):**

<b>Measure</b>	<b>FY 2014-15 Actual</b>	<b>FY 2015-16 Projected</b>
Percent of CAFR issued with unqualified opinion and receive GFOA Award of Excellence	100%	100%

**FISCAL IMPACT:**

The term of this agreement is May 1, 2016 through June 30, 2017 in an amount not to exceed \$145,000. This contract will be funded through net county costs included in the Controller's Office FY 2015-16 Adopted Budget.