

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION WAIVING THE REQUEST FOR PROPOSALS PROCESS AND
AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH KEVIN W. HARPER,
CPA & ASSOCIATES FOR FINANCIAL SERVICES, EXTENDING THE TERM
THROUGH DECEMBER 31, 2013, AND INCREASING THE AMOUNT BY \$140,000,
FOR A NEW MAXIMUM OBLIGATION OF \$240,000**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, on January 24, 2012, the Purchasing Agent authorized an agreement with Kevin W. Harper, CPA & Associates (KHCA) for the term January 1, 2012, through December 31, 2012, in an amount not to exceed \$100,000; and

WHEREAS, KHCA provides San Mateo Medical Center (SMMC) with support and assistance, including: assisting SMMC's Chief Financial Officer (CFO) in directing the SMMC Controller, answering technical questions, and supervising SMMC's Accounting Department; assisting with risk assessment and control documentation; performing other tasks for the CFO; and providing accounting assistance for recurring/annual tasks; and

WHEREAS, the resignation of SMMC's CFO in February 2012 and the continued recruitment for the replacement CFO has put undue hardship on SMMC's Accounting Department; and

WHEREAS, KHCA has assisted and continues to assist SMMC's Interim CFO in the development of accounting schedules that detail procedures, responsibilities, and timeframes for tasks needed, as well as helping close SMMC's accounting records at the end of the year and helping prepare annual financial statements; and

WHEREAS, as a result of these tasks, SMMC has exhausted the funds in the current agreement; and

WHEREAS, both parties now wish to amend the agreement to extend the term by one year, through December 31, 2013, and to increase the maximum fiscal obligation by \$140,000, for a new maximum obligation of \$240,000; and

WHEREAS, given KHCA's ongoing expertise with SMMC and SMMC's temporary need for KHCA's assistance while the search for a new CFO is completed, it is in the best interest of the County to permit KHCA to continue to perform these duties as needed until a replacement CFO is hired, and therefore it does not make sense to conduct the Request for Proposals (RFP) process in relation to these services; and

WHEREAS, this Board has been presented with a form of such amendment to the agreement, has examined and approved it as to both form and content, and desires to enter into it.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that this Board has determined that it is in the best interest of the County to waive the RFP process in order to permit these services to continue by way of an amendment to the

agreement with KHCA.

BE IT FURTHER DETERMINED AND ORDERED that the President of this Board of Supervisors be and is hereby authorized and directed to execute Amendment No. 1 to the agreement for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's signature thereto.

BE IT FURTHER RESOLVED that the Chief of the Health System or designee is hereby authorized to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate) and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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