

**Supplement B**  
**Department Of Budget And Management**  
**ACTION AGENDA**  
**July 16, 2015**

*Contact: Jamie Tomaszewski 410-260-7386  
 Jamie.tomaszewski@maryland.gov*

**1-S. DEPARTMENT OF BUDGET AND MANAGEMENT**  
***Procurement Policy & Administration***  
***Services Contract***

***Contract ID:*** Audit Services Master Contract 2015; ADPICS # 050B5400001

***Contract Description:*** Statewide Master Contract with 17 Master Contractors that are Maryland Certified Public Accounting firms or Sole Proprietors to perform audit services to be utilized by State agencies through secondary competition on a task order basis.

***Awards:*** See page 4B

***Term:*** 8/1/2015 – 7/31/2020

***Amount:*** \$6,000,000 Est. (5 Years)

***Procurement Method:*** Competitive Sealed Proposals

***Proposals:*** N/A (See Requesting Agency Remarks)

***MBE Participation:*** 30% (See Requesting Agency Remarks)

***Incumbents:*** See pages 3B and 4B

***Requesting Agency Remarks:*** A notice of the availability of the Request for Proposals (RFP) was advertised on *eMaryland Marketplace*, the DBM website and the DBM bid board. Copies of the solicitation notice were emailed directly to 66 prospective vendors, including 16 minority businesses and 32 veteran-owned small businesses. A copy was also sent to the Governor's Office of Minority Affairs.

The purpose of this contract is to retain licensed Certified Public Accounting Firms and Sole Proprietors to perform Audit Services for State of Maryland agencies. Audit services may be for an entire agency, a specific program or other component of an agency, or a contract being performed for an agency or component program. The Master Contractor performing an audit will provide specific recommendations to correct any deficiencies it discovers and otherwise provide recommendations for improvement in the performance of the agency, program or contract.

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In the RFP, it was stated that all technically qualified offerors would receive Master Contract awards in order to maximize on-going competition for future Task Order Requests for Proposals (TORFPs). A total of 19 offers were received, and 17 offerors were deemed responsible and their offers were determined to be reasonably susceptible of being selected for award. These 17 offerors are being recommended for awards for the Master Contracts.

Each required audit will be summarized in a TORFP. TORFPs will be issued solely by DBM, as needed, throughout the five-year term of the Master Contracts. All 17 Master Contractors will be invited to compete for each specific TORFP, except for Small Business Reserve (SBR) designated TORFPs that will be distributed exclusively to certified small businesses. If the user agency participates in the SBR program as designated under State Finance & Procurement (SFP) §14-501(b) and wishes to designate its TORFP as a SBR solicitation, then DBM reserves the right to designate the TORFP as an SBR TORFP. The resulting task order may then be awarded to a qualified Master Contractor that meets the statutory qualifications of a Small Business as defined in SFP §14-501(c), Annotated Code of Maryland, and is registered with the Department of General Services Small Business Reserve Program at the time of the Task Order award.

For each TORFP, Master Contractors may propose labor support within nine labor classifications. The hourly labor rates for each recommended vendor (which have been fixed at a maximum per hour rate) cannot be exceeded. Because of the on-going competition afforded by shopping each TORFP to all 17 Master Contractors, it is hoped that the Master Contractors will propose to perform specific task orders at less than their maximum hourly rates. Under the previous contract, the Master Contractors due to the competitive nature of the secondary competition took advantage of the opportunity to lower their designated rates as they proposed to task orders.

The *Award Amount* above is estimated for a total five year period. The actual amount of work resulting from this award is indeterminate and will be monitored by DBM. Should the amount near the estimated total for the five year period, the Department will request an increase in the total award amount.

There is an overall 30% MBE participation goal established for the Master Contracts which each Master Contractor has committed to meet. Each TORFP will establish a specific MBE participation subcontracting goal for that particular task order. The TORFP specified MBE subcontracting percentage will typically, but not necessarily always, be at least 30% of the dollar value of all payments made by the State to the Master Contractor under each TORFP.

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In addition, there is an overall 5% Veteran-owned Small Business Enterprise (VSBE) participation goal established for the Master Contracts which each Master Contractor has committed to meet. Each TORFP will establish a specific VSBE participation subcontracting goal for that particular task order. The TORFP specified VSBE subcontracting percentage will typically, but not necessarily always, be at least 5% of the dollar value of all payments made by the State to the Master Contractor under each TORFP.

***Fund Source:*** Various

***Appropriation Codes:*** Various

***Resident Businesses:*** See page 4B

***MD Tax Clearances:*** See page 4B

***Incumbents: (cont'd)***

Allmond & Company, LLC  
Largo, MD

Kahler & Associates, P.C.  
Timonium, MD

Rager, Lehman & Houck, P.C.  
Hanover, PA  
(Local Office in Westminster, MD)

Rufus Ingram, P.A.  
Baltimore, MD

Rosen, Sapperstein & Friedlander, Chartered  
Owings Mills, MD

W.P. Tax & Accounting Group, Inc.  
Owings Mills, MD

Watkins Meegan, LLC  
Bethesda, MD

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**BOARD OF PUBLIC WORKS ACTION – THIS ITEM WAS:**

**APPROVED**

**DISAPPROVED**

**DEFERRED**

**WITHDRAWN**

**WITH DISCUSSION**

**WITHOUT DISCUSSION**

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**1-S. DEPARTMENT OF BUDGET AND MANAGEMENT** *(cont'd)*

**Awards:** *(cont'd)*

<b>Master Contractors</b>	<b>MBE / VSBE Status</b>	<b>Resident Businesses? YES or NO</b>	<b>MD Tax Clearances</b>
Abrams, Foster, Nole & Williams, PA Baltimore, MD	MBE	YES	15-1491-0110
BCA Watson Rice * Washington, DC		NO	15-1492-0100
Bert W. Smith, Jr. & Company * Washington, DC		NO	15-1493-0111
Clifton Larson Allen * Timonium, MD		YES	15-1494-1111
Cohn Reznick * Roseland, NJ (Local Office in Baltimore, MD)		YES	15-1495-1111
Daniel Eke & Associates * Silver Spring, MD	MBE	YES	15-1496-0111
F. S. Taylor & Associates, P.C. * Largo, MD	MBE	YES	15-1536-0011
Hamilton Enterprises Greenbelt, MD	MBE	YES	15-1497-0111
Lindsey & Associates, LLC * Towson, MD	VSBE	YES	15-1498-0011
Maher Duessel, CPAs * Harrisonburg, PA		NO	15-1499-0001
Mercadien, P. C. Hamilton, NJ		NO	15-1500-0000
Rubino & Company Bethesda, MD		YES	15-1501-1111
SB & Company, LLC * Hunt Valley, MD	MBE	YES	15-1502-0111
Stout, Causey & Horning, P.A. * Sparks, MD		YES	15-1503-0000
Stoy, Malone & Company, P.C. * Baltimore, MD		YES	15-1504-0111
TG Associates CPAs, PLLC * Hanover, MD	VSBE	YES	15-1505-0000
Toski & Company Williamsville, NY		NO	15-1506-0000

*Note: \* Incumbents, plus the separate list of Incumbents that did not propose to the new RFP.*