



## Staff Report Item 12

**TO:** East Bay Community Energy Board of Directors  
**FROM:** Jason Bartlett, Finance Manager  
**SUBJECT:** Extension of Accountant Contract (Action Item)  
**DATE:** December 18, 2019

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### Recommendation

Authorize the CEO to extend the Maher Accountancy contract for an additional year through December 31, 2020 adding an amount of \$200,000 for services in 2020.

### Background and Discussion

EBCE uses an independent accountant to support ongoing financial operations. The accountant is crucial to EBCE's invoicing, payments, and reporting functions.

Per Resolution No R-2018-16, EBCE staff solicited bids for accounting services and selected Maher Accountancy in April of 2018. Although the Resolution allowed for a two-year engagement, the original contract was for 13 months of service from June 1, 2018 to June 30, 2019 and was extended for a six-month period through December.

The extended contract was for a term not longer than six months beginning July 1, 2019 to allow for the future accountant selection process to stagger with future auditor selections. Although the two positions of accountant and auditor are independent of each other, for information sharing purposes it is beneficial to ensure EBCE is not transitioning accountants at the time of an audit, which begins on July 1<sup>st</sup> of each year. In this manner, moving forward EBCE would be selecting an accountant after an audit is complete.

During the contracted 19 months, Maher Accountancy has assisted with two audits and has performed exceptionally well in managing EBCE's books and ledgers. The firm's familiarity with the CCA space is unparalleled as they are the accounting firm for several other CCA's, including Clean Power Alliance, Marin Clean Energy, Monterey Bay Community Power, Peninsula Clean Energy, Silicon Valley Clean Energy, and Sonoma Clean Power.

EBCE has negotiated a contract price with Maher Accountancy of \$13,250 per month for the following calendar year. This new rate is still competitive with the originally solicited bids, which ranged up to \$14,000 per month in 2018. In addition to the monthly charge, there is an additional one-time charge of \$15,000 to provide accounting assistance with EBCE's annual

audit. This also remains competitive with original bids. The total not-to-exceed amount of the extension is \$200,000.

EBCE wishes to continue to benefit from the expertise of Maher Accountancy and seeks Board approval to extend the current contract for an additional year through December 31, 2020 and add an additional \$200,000 to the contract budget.

**Fiscal Impact**

The contract extension will call for a monthly fixed rate of \$13,250 for the year to equal \$159,000, an additional charge of \$15,000 to provide accounting services to assist with the annual audit, and an amount of allocated for contingencies for a total not-to-exceed amount of \$200,000 for the year.

**Attachments**

- A. Resolution authorizing the CEO to extend EBCE's contract with Maher Accountancy for an additional year through December 31, 2019 at a not-to-exceed amount of \$200,000.
- B. First Amendment to the Consulting Services Agreement for Services by and Between East Bay Community Energy Authority and Maher Accountancy.