


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17- 003, Agreements/ Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: Community Energy Department, City Attorney's Office, and City Manager's Budget Office	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  3/29/23

SUBJECT: ACTIONS RELATED TO PURCHASE ORDERS WITH MAHER ACCOUNTANCY FOR FINANCIAL AND RECONCILIATION REPORTING SERVICES AND SOLUTION

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

- (a) Negotiate and execute a purchase order with Maher Accountancy (San Rafael, CA) for financial and reconciliation reporting services and solution for a maximum compensation of \$75,000 for the one-year option term beginning June 1, 2023 and ending May 31, 2024, or as may be adjusted to align with the software renewal term.
- (b) Negotiate and execute amendments as-required for any unanticipated changes during the one-year option term beginning June 1, 2023 and ending May 31, 2024, subject to the appropriation of funds.
- (c) Exercise up to three additional one-year options to extend the term of the purchase order through May 31, 2027, or as may be adjusted to align with the software renewal term, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action provides the Community Energy Department with accounting and reporting services to summarize sales and revenue data used for financial reporting and planning.

BASIS FOR RECOMMENDATION:

To facilitate financial reporting and planning, the Community Energy Department utilizes data from approximately 350,000 customers. The City does not have staffing to do this work internally and relies on vendor services and a software solution to summarize the data into reports to support the Department's accounting, budgeting, and power procurement functions.

In April 2022, the Finance Department issued a Request for Quotation on behalf of the Community Energy Department for financial and reconciliation reporting services and solution. The City received one responsive bid prior to the Request for Quotation submittal deadline. The bidder did not request the local and small business enterprise preference. Based on the bid results, a notice of intended award was issued on May 24, 2022 recommending award to Maher Accountancy as the sole responsive and responsible bidder. No protests were received. The City subsequently issued a purchase order to Maher Accountancy for \$72,000 under the City Manager's authority for an initial one-year term ending on May 31, 2023.

Approval of this recommendation authorizes staff to execute annual purchase orders with Maher Accountancy to provide the Community Energy Department with financial and reconciliation reporting services to be used for revenue recognition, variance analysis, forecasting, and power procurement.

Climate Smart San José: The recommendation in this memorandum has an indirect effect on Climate Smart San José energy, water, or mobility goals by affecting decisions that impact the City’s attainment of its energy goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This City Council item is consistent with the City’s 2022-2023 Adopted Operating Budget, specifically the Service Delivery Framework for the City Service Area pertaining to Environmental and Utility Services to: 1) Provide Reliable Utility Infrastructure; and 2) Maintain “Clean and Sustainable” Air, Land, and Energy.

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	2022-2023 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
501	0782	NP/EQUIP COMMUNITY ENERGY	12,146,801	\$75,000	1036	02/14/23 30883

FOR QUESTIONS CONTACT: For procurement- and contract-related questions, please contact Albie Udom, Deputy Director of Finance – Purchasing & Risk Management, at albie.udom@sanjoseca.gov. For program-related questions, please contact Zach Struyk, Assistant Director of Community Energy, at zachary.struyk@sanjoseca.gov.