

RESOLUTION #2016-21
DESIGNATE FEE ACCOUNTANT- 4/1/16 to 3/31/17

WHEREAS, the Housing Authority of the Borough of Highland Park (the “Authority”) needs to hire and retain a professional to perform Fee Accountant Services on a monthly basis to the Authority’s books and records commencing April 1, 2016 until March 31, 2017; and

WHEREAS, the Authority published a notice in the Home News Tribune on 3/19/16 soliciting proposals for Professional Fee Accountant Services through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the following proposal for Fee Accountant Services was received in the Office of the Executive Director until 2:00 PM, Thursday, March 31, 2016, at which time the proposal was considered in accordance with the Evaluation Process defined in the Specifications by an evaluation team, with the following evaluation factors:

<u>CRITERIA:</u>	<u>POINTS</u>
1. Specific experience with similar projects.	10
2. Experience with Housing Authorities.	30
3. Proposed Work.	20
4. Cost for services.	30
5. Ability to perform monthly services.	<u>10</u>
Maximum Total Points	100

	Factors						
Firm	1	2	3	4	5	<u>Total</u>	<u>Total \$</u>
William Katchen 596 Anderson Ave. Suite 303 Cliffside Park, NJ 07010 201-943-4449	10	30	20	27	8	95	\$21,000.00

WHEREAS, it is the evaluation team’s unanimous opinion that William Katchen is qualified to provide general fee accounting Services; and

WHEREAS, this recommendation was made to the Contract Officer, Donna F. Brightman, that based upon the quality of the proposal submitted by William Katchen, including the Firm’s extensive relevant experience and expertise in those areas of accounting specified by the Authority in its request for proposals that the firm be recommended for retention.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Highland Park, New Jersey, that a contract for professional services be awarded to William Katchen, not to exceed the sum of \$21,000.00 to provide Fee Accountant Services in a timely manner to complete all required forms and reports in accordance with the specifications dated March 31, 2016 starting April 1, 2016 through March 31, 2017.

Motion to adopt Resolution #2016-21 moved by Commissioner Reh and seconded by Commissioner Sedehi and upon roll call, the vote was as follows:

ROLL CALL: Chen Chudnick Hersh Martinez Monk Reh Sedehi
AYES: Chudnick Martinez Monk Reh Sedehi
NAYS: None
Abstain: None
Absent: Chen Hersh

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular Meeting of April 13, 2016.

Donna F. Brightman, Secretary

Approved as to legal form:

Terrence J. Corrison, Attorney