

RESOLUTION #2017-19

**DESIGNATE FEE ACCOUNTANT FROM APRIL 1, 2017 – MARCH 31, 2019
TO WILLIAM KATCHEN FOR A SUM NOT TO EXCEED \$42,000**

WHEREAS, the Housing Authority of the Borough of Highland Park (the “Authority”) needs to retain a professional to perform Fee Accountant Services on a monthly basis to the Authority’s books and records commencing April 1, 2017 through March 31, 2019; and

WHEREAS, the Authority published a notice in the Home News Tribune on February 1, 2017 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, February 22, 2017, at which time the proposal was considered in accordance with the Evaluation Process defined in the Specifications by an evaluation team, with the following 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

Firm	Factors					<u>Total</u>	<u>Total \$</u>
	1	2	3	4	5		
William Katchen 596 Anderson Ave. Suite 303 Cliffside Park, NJ 07010 201-943-4449	10	30	20	30	10	100	\$42,000.00
	10	30	20	30	10	100	

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 two-year contract for professional services be awarded to William Katchen, not to exceed the sum of \$42,000.00, payable in twenty-four monthly installments of \$1,750.00, to provide Fee Accountant Services in a timely manner and to complete all required forms and reports in accordance with the specifications dated February 22, 2017 commencing April 1, 2017 through March 31, 2019.

Motion to adopt Resolution #2017-19 moved by Commissioner _____ and seconded by
Commissioner _____ and upon roll call, the vote was as follows:

ROLL CALL: Chudnick Martinez Monk Rainwater Reh Sedehi

AYES:

NAYS:

Abstain:

Absent:

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 March 8, 2017.

Donna F. Brightman, Secretary

Approved as to legal form:

Terrence J. Corrison, Attorney