



Create
Opportunities

October 29, 2021

Cost Proposal to provide professional
services to:

City of Racine

Prepared by:

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October 29, 2021

Monica G Santos, Purchasing Agent
City of Racine
730 Washington Ave., Room 105
Racine, WI 53403

RE: Official Notice# 8-2021 request for Proposals Accounting and Compliance Services

Dear Ms. Santos:

Thank you for the opportunity to provide a not-to-exceed fee proposal related to the ARPA Grant administration services. Based on our discussion we understand it is important to you to have support related to:

- a. Development of a grant request form for non-profits and a determination matrix associated with it.
- b. Creation of a sub recipient agreement template that covers all compliance aspects of ARPA
- c. Develop risk analysis template for sub recipients and perform the risk analysis.
- d. Develop appropriate compliance language for bid documents
- e. Develop procurement documentation worksheets and protocol
- f. Assist with project eligibility determinations and documentation
- g. Perform sub recipient monitoring as necessary

Based on our discussions, we feel the best solution for the City of Racine, is to utilize our turnkey Grant software solution, coupled with the advisory services from our industry professionals. As such, we have developed the following not-to-exceed fee proposal that includes the costs of the software as well as the professional services for the period 11/1/2021 – 12/31/2022.



Project Budget

Anticipated hours

Our project management methodology results in a client service plan that provides for regular, formal communication with the entire management team and allows us to be responsive to your needs. The schedule allows for input from your personnel to make certain that the services are completed based on your requirements. Our anticipated hours for the engagement is dependent on the level of support the City needs throughout the process. Based on our discussion, we understand the need to have a not-to-exceed fee. We will commit to this by monitoring our hours and the resulting fees, provide timely billing information, and project future hourly commitments based on the City's needs at that time.

As the City continues to develop the basic structure of a spending plan, we will develop a support plan in concert with the City's needs, including tailoring the software application for specific needs of the City. At each phase of the process, we will work with the City to identify roles and responsibilities, and the hours and level of staffing needed to complete the work. This provides the City the flexibility to manage the overall cost of the engagement. It also allows the City to have input on the level of assistance needed within each phase of the grant cycle, based on the capacity of the City to self-administer the program. The plan may also be amended throughout the engagement based on input from the City.

We commit to a not-to exceed fee for professional services for the period 11/1/2021 – 12/31/2022 of \$100,000. A client support and technology fee of 5% of all professional services billed will also be included on all professional services billed. In addition to the professional services and client support and technology fee, the use of our turnkey Grant application software has a fixed one-time setup fee of \$5,000 and an annual access fee of \$29,500. The one-time setup fee will be billed upon execution of the agreement. The annual access fee will be billed monthly at a rate of \$2,760/month and will terminate at the discretion of the City.

The billing rates noted below are applicable for all professional services rendered.

Standard hourly billing rates

Level	2021
Principal	\$250
Director	\$200
Manager	\$175
Senior	\$150

Our last word on fees — we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss our scope of services.

At CLA, it's more than just getting the job done.

We are confident that our technical approach, insight, and resources will result in uncommon client service for the City.

We are eager to expand our relationship with you and welcome the chance to present our proposal to the entire management team. If you have any questions about our offerings, please do not hesitate to contact me.

Sincerely,

CliftonLarsonAllen LLP

A handwritten signature in black ink that reads "Jacob S. Lenell". The signature is written in a cursive, flowing style.

Jacob S. Lenell, CPA, Principal

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