

**RESOLUTION #2789**  
**DESIGNATE FEE ACCOUNTANT TO WILLIAM KATCHEN – 6/11/16-6/10/17**  
**FOR AN AMOUNT NOT TO EXCEED \$34,800**

**WHEREAS**, the Housing Authority of the Township of Woodbridge (the “Authority”) needs to retain a professional to perform Fee Accountant Services on a monthly basis to the Authority’s books and records commencing June 11, 2016 until June 10, 2017; and

**WHEREAS**, the Authority published a notice in the Home News Tribune on 04/12/15 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 posted the same on the Authority’s website; and

**WHEREAS**, the following proposal for Fee Accountant Services was received in the Office of the Executive Director until 2:00 PM, Friday, May 6, 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                          | <b>100</b>    |

Factors

| Firm  | 1  | 2  | 3    | 4    | 5   | <u>Total</u> | <u>Total \$</u> |
|---|----|----|------|------|-----|--------------|-----------------|
| William Katchen<br>596 Anderson Ave.<br>Suite 303<br>Cliffside Park, NJ 07010<br>201-943-4449 | 10 | 29 | 17.7 | 27.7 | 7.7 | 92.1         | \$34,800.00     |

**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 Township of Woodbridge, New Jersey, that a contract for professional services be awarded to William Katchen, not to exceed the sum of \$34,800.00 per year (Thirty-Four Thousand Eight Hundred Dollars) to provide Fee Accountant Services in a timely manner to complete all required forms and reports in accordance with the specifications dated May 12, 2016 starting June 11, 2016 through June 10, 2017.

Motion to adopt Resolution #2789 moved by Commissioner Kenny and seconded by Commissioner Rosario and upon roll call, the vote was as follows:

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra  
AYES: Kenny Michelson Rosario Shah Ficarra  
NAYS: None  
Abstain: None  
Absent: Barbee Briante

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 Township of Woodbridge at their Regular Meeting of June 6, 2016.

Approved as to legal form:

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Terrence Corrison, Esq.

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Donna F. Brightman, Secretary