

RESOLUTION #2854

**DESIGNATE FEE ACCOUNTANT TO WILLIAM KATCHEN, C.P.A.,
FROM 6/1/17 THROUGH 5/31/18**

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 1, 2017 to May 31, 2018; and

WHEREAS, the Authority published a notice in the Home News Tribune on 04/2/17 and in the Star Ledger on 4/3/17 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, Thursday, April 20, 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 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, C.P.A. 596 Anderson Ave. Suite 303 Cliffside Park, NJ 07010 201-943-4449	10	30	20	30	10	100	\$34,800.00 yr./ \$ 2,900.00 mo.

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, C.P.A., 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, C.P.A., not to exceed the sum of \$34,800.00 per year to provide Fee Accountant Services in a timely manner to complete all required forms and reports in accordance with the specifications dated April 20, 2017 starting June 1, 2017 through May 31, 2018.

Motion to adopt Resolution #2854 moved by Commissioner Michelson and seconded by Commissioner Kenny and upon roll call, the vote was as follows:

ROLL CALL:	Kenny	Michelson	Rupasinghe	Shah	Walker	Ficarra
AYES:	Kenny	Michelson	Rupasinghe	Shah	Walker	Ficarra
NAYS:	None					
Abstain:	None					
Absent:	None					

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 May 1, 2017.

Approved as to legal form:

Terrence Corrison, Esq.

Donna F. Brightman, Secretary