



City of Newark

City Hall
920 Broad Street
Newark, New Jersey 07102

Legislation Text

File #: 13-1049, **Version:** 1

Dept/ Agency: Child and Family Well-Being

Action: ☒ Ratifying ☒ Authorizing ☐ Amending

Type of Service: Contract with Vendor

Purpose: To serve as the fiduciary agent for the Newark EMA HIV Health Services Planning Council, on behalf of the Ryan White Program

Entity Name: Robert M. Saunders, CPA, LLC

Entity Address: 241 North Avenue West, Westfield, New Jersey 07090

Grant Amount: \$565,380.00

Funding Source: United States Department of Health and Human Services, Health Resources & Services Administration

Contract Period: March 1, 2013 through February 28, 2014

Contract Basis: ☐ Bid ☐ State Vendor ☐ Prof. Ser. ☐ EUS

☐ Fair & Open ☐ No Reportable Contributions ☒ RFP ☐ RFQ

☐ Private Sale ☒ Grant ☒ Sub-recipient ☐ N/A

Additional Information: Partial Certification of Funds in the amount of \$138,460.00

Ryan White funds accepted by Resolution #7R2-A adopted May 1, 2013

WHEREAS, the City of Newark desires to continue to provide HIV/AIDS healthcare, supportive and related services to infected and affected residents of the Newark Eligible Metropolitan Area (EMA) which is comprised of Essex, Union, Morris, Warren and Sussex Counties; and

WHEREAS, pursuant to Resolution 7R2-A adopted May 1, 2013 the Municipal Council of the City of Newark authorized the Mayor and the Director of the Department of Child and Family Well-Being to apply for funds from the United States Department of Health and Human Services, Health Resources and Services Administration, 5600 Fishers Lane, Rockville, Maryland 20857, pursuant to the Ryan White HIV/AIDS Treatment Extension Act of 2009, for the provision of HIV/AIDS healthcare, supportive and related services to infected and affected individuals and families in the Newark Eligible Metropolitan Area (EMA); and

WHEREAS, pursuant to Resolution #7R2-A adopted May 1, 2013, the Municipal Council authorized the Mayor and the Director of the Department of Child and Family Well-Being to accept funds in the amount of Five Million, Three Hundred Twenty-Nine Thousand, Eight Hundred Three Dollars and Zero Cents (\$5,329,803.00), from the United States Department of Health and Human Services through the Ryan White HIV/AIDS Treatment Extension Act of 2009; and

WHEREAS, the Ryan White HIV/AIDS Treatment Extension Act of 2009 requires that the City of Newark, which is the lead agency for the Newark EMA, provide funding for HIV/AIDS related health and support services for people living with HIV and AIDS in the Newark Eligible Metropolitan Area (EMA); and

WHEREAS, pursuant to this requirement, the City of Newark established the Newark EMA Ryan White Continuum of Care; and

WHEREAS, the City of Newark through the Department of Child and Family Well-Being, Division of Health Planning/Ryan White Unit, publicly advertised a Request For Proposals (RFPs) for medical, social service, quality management, professional and fiduciary services ("Ryan White eligible services") from November 26, 2012 through November 28, 2012, and received forty-five (45) Proposals on January 10, 2013; and

WHEREAS, the Proposal submitted by Robert M. Saunders CPA, LLC, 241 North Avenue West, Westfield, New Jersey 07090, was determined to be most advantageous to the City of Newark, based on experience and criteria listed on the RFP; and

WHEREAS, Robert M. Saunders CPA, LLC, has demonstrated that he has the expertise to provide fiduciary services for the Newark EMA HIV Health Services Planning Council; and

WHEREAS, the City of Newark, Department of Child and Family Well-Being desires to enter into an Agreement with Robert M. Saunders CPA, LLC, 241 North Avenue West, Westfield, New Jersey 07090 ("Vendor") to provide grant writing and quality management support, which is more specifically described in the "Scope of Services" (attached hereto and made a part hereof), for the period commencing on March 1, 2013 and terminating on February 28, 2014, for an award amount of One Hundred Thirty-Eight Thousand, Four Hundred Sixty Dollars and Zero Cents (\$138,460.00); and

WHEREAS, the Mayor and the Director of the Department of Child and Family Well-Being desire to accept additional funds as they may become available from the United States Department of Health and Human Services under the Ryan White HIV/AIDS Treatment Extension Act of 2009; and

WHEREAS, the City of Newark, Department of Child and Family Well-Being shall, upon receipt of additional funding, file an amending resolution reflecting the final award amount of each Vendor, accompanied with a copy of the Notice to Proceed and Certification of Funds; and

WHEREAS, the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1995 requires that all Vendors complete a formalized Business Associate Agreement to protect clients health information and insure the privacy of that information; and

WHEREAS, this Agreement is being awarded pursuant to the Fair and Open Procedures of

State Pay-to-Play Law (*N.J.S.A. 19:44A-20.5*); and

WHEREAS, this Agreement is being awarded pursuant to State Local Public Contracts Law, including *N.J.S.A. 40A:11-4.1(b)(2)* and/or *N.J.S.A. 40A:11-5* and/or as a Professional Service pursuant to *N.J.S.A. 40A:11-5(1) (a) (i)* (where applicable), and the Ryan White HIV/AIDS Treatment Extension Act of 2009; and

WHEREAS, the Mayor of the City of Newark signed into law Executive Order Number MEO-07-0001 (hereinafter "Pay-to-Play Executive Order"), which requires reporting of political contributions to Newark Municipal Candidates and prohibits certain political contributions during the duration of this Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

1. The Mayor and/or his designee, the Director of the Department of Child and Family Well-Being, are hereby authorized to enter into and execute an Agreement with Robert M. Saunders CPA, LLC, 241 North Avenue West, Westfield, New Jersey 07090, for the provision of Ryan White eligible services to the Newark EMA, which is more specifically described in the "Scope of Services" (attached hereto and made a part hereof), for the period commencing on March 1, 2013 and terminating on February 28, 2014, for an award amount of One Hundred Thirty-Eight Thousand, Four Hundred Sixty Dollars and Zero Cents (\$138,460.00) with the Agreement not to exceed Five Hundred Sixty-Five Thousand, Three Hundred Eighty Dollars and Zero Cents (\$565,380.00).
2. The Mayor and/or his designee, the Director of the Department of Child and Family Well-Being, are hereby authorized to accept and expend additional funds as they become available from the United States Department of Health and Human Services, Health Resources and Services Administration, pursuant to the Ryan White Treatment Extension Act of 2009, for the period commencing on March 1, 2013 and terminating on February 28, 2014.
3. Attached hereto is a Partial Certification of Funds in the amount of One Hundred Thirty-Eight Thousand, Four Hundred Sixty Dollars and Zero Cents (\$138,460.00) from the Municipal Comptroller of the City of Newark and that the line appropriation of the official budget which shall be charged is: Business Unit 051; Dept. ID G13; Division 2H320; Account 72090.
4. The City of Newark, Department of Child and Family Well-Being shall file an Amending Resolution upon receipt of the additional funds, which shall state the Agreement amount for each Vendor accompanied with the Notice to Proceed and the Certification of Funds.
5. The Municipal Council of the City of Newark hereby ratifies the use of competitive contracting for processing Agreements under the Ryan White HIV/AIDS Treatment Extension Act of 2009 from November 26, 2012 to the date of adoption and authorizes its use in the future.
6. This Agreement is hereby ratified from March 1, 2013 through the date of adoption of this authorizing resolution.

7. The Vendor shall not proceed with the provision of any services beyond the twelve (12) month period of March 1, 2013 through February 28, 2014 until the issuance of a Notice to Proceed/Award Letter by the Director of the Department of Child and Family Well-Being.
8. The Vendor shall execute and formalize a Business Associate Agreement with the City of Newark to protect clients' health information and ensure the privacy of that information, in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1995 (a copy is attached hereto).
9. This Agreement was procured and awarded pursuant to the Fair and Open Procedures of the State Pay-to-Play Law (*N.J.S.A. 19:44A-20.5*), State Local Public Contracts Law, including *N.J.S.A. 40A:11-4.1(b)(2)* and/or *N.J.S.A. 40A:11-5* and/or as a Professional Service pursuant to *N.J.S.A. 40A:11-5(1)(a)(i)* (where applicable), the Ryan White HIV/AIDS Treatment Extension Act of 2009, and is in compliance with Newark Executive Order MEO-07-0001, effective March 31, 2007.
10. The Director of the Department of Child and Family Well-Being shall file a fully executed copy of said Agreement with the Office of the City Clerk.

STATEMENT

This resolution ratifies and authorizes the Mayor and/or his designee, the Director of the Department of Child and Family Well-Being, to enter into and execute an Agreement with Robert M. Saunders CPA, LLC, 241 North Avenue West, Westfield, New Jersey 07090, to provide Ryan White eligible services to the Newark EMA, which is more specifically described in the "Scope of Services" attached hereto and made a part hereof, for the period commencing on March 1, 2013 and terminating on February 28, 2014, for an amount of One Hundred Thirty-Eight Thousand, Four Hundred Sixty Dollars and Zero Cents (\$138,460.00) with the Agreement not to exceed Five Hundred Sixty-Five Thousand, Three Hundred Eighty Dollars and Zero Cents (\$565,380.00). This Agreement was procured and awarded pursuant to the Fair and Open Procedures of the State Pay-to-Play Law (*N.J.S.A. 19:44A-20.5*), State Local Public Contracts Law, including *N.J.S.A. 40A:11-4.1(b)(2)* and/or *N.J.S.A. 40A:11-5* and/or as a Professional Service pursuant to *N.J.S.A. 40A:11-5(1)(a)(i)* (where applicable), the Ryan White HIV/AIDS Treatment Extension Act of 2009, and is in compliance with Newark Executive Order MEO-07-0001, effective March 31, 2007.