



# MEMORANDUM

Council Agenda  
Item No. IX. AV  
11/5/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution waiving professional consultant selection procedures and ratifying approval of a Professional Services Agreement with Baker Tilly Advisory Group, LP, for support of the annual comprehensive financial report process, estimated cost \$365,000, retroactive to October 28, 2024 through February 15, 2025.

### **Background:**

The City the City implemented a new financial system using the Oracle Cloud Enterprise Resource Planning system on April 2, 2024. Due to the complexities of the new system, and the limited time to become proficient in reporting from the new system, it is necessary to hire a professional consultant to assist with preparation of the city's Annual Comprehensive Finance Report (ACFR) out of the new system. There are requirements to have the ACFR completed within specific timeframes due to multiple requirements from various internal and external sources.

Finance staff has certified that this is an emergency situation which would result in the potential loss of the City's AAA bond rating if the ACFR is not completed accurately and timely. Because of this emergency situation there is not adequate time to follow the City's Guidelines and Procedures for Professional Consultant Selection (Request for Proposals) to provide staffing and expertise to help complete the ACFR on time.

City staff contacted two different vendors recommended by Oracle to determine if they possessed the skill to perform the necessary services and the associated cost. Baker Tilly was the only company that could provide the depth of staffing, expertise and availability to provide this service to the City.

Due to the emergency nature of this need, the Finance Department initiated the agreement with Baker Tilly prior to Council approval on October 28, 2024. The attached resolution waives the professional consultant selection procedures for the purposes of obtaining professional consulting services required due to an emergency that would harm the City's financial standing for many years to come and ratifies approval of the Professional Services Agreement with Baker Tilly retroactive to October 28, 2024.

### **Estimated Cost:**

\$365,000

**Source of Funds:**

General Operations Fund – Financial Reporting – Professional Services–Other (1001-2800301-00000-2800301-52040046-0000-0000000000000)

**Review:**

Finance Department

**Recommendation:** Resolution be adopted.