

# City of Minneapolis

## Request for Committee Action

**To:** Ways & Means  
**Date:** 8/15/2016  
**Referral:** N/A  
**From:** Finance & Property Services  
**Lead staff:** LaLonnie Erickson-Baker  
**Presented by:** Connie Griffith  
**File Type:** Action  
**Subcategory:** Contract/Agreement

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**Subject:**

Contract amendment with Robert Half International for financial reconciliation services

**Description:**

Authorizing an increase to Contract No. C-40091 with Robert Half International by \$50,000 for a new not-to-exceed amount of \$100,000 to automate the bank and credit card reconciliation processes, and reconcile accounts receivable and billing to the general ledger to increase the contract, and updating the Terms and Conditions to reflect current standards.

**Previous Actions:**

None

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**Ward/Address:**

Not Applicable

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**Background/Analysis:**

Finance & Property Services (FPS) has a Standard Agreement contract (C-40091) with Robert Half International (RHI) to automate the bank reconciliation processes, transition to a new credit card reconciliation process, and reconcile accounts receivable and billing to the general ledger. The current RHI contract has a total value of \$50,000 and expires on September 30, 2016. Pursuant to approval from the Permanent Review Committee, FPS is requesting to increase this contract by \$50,000 to a new not-to-exceed amount of \$100,000.

Work of the temporary staff currently on assignment in FPS has helped to address a backlog of reconciliation work and resolve a State Auditor finding related to credit card reconciliations. Due to position vacancies, current in-house staff are not available to support this reconciliation work. The Controller Division within FPS is in the process of planning to hire a permanent staff person to perform these job duties. Amendment of this contract would allow this reconciliation work effort to continue as well as transitional training for the new staff person brought in through the hiring process.

**Financial Review:**

**No additional appropriation required, amount included in current budget.**

**Approved by the Permanent Review Committee.**

**Attachments:**

1. Permanent Review Committee Letter of Conformance