

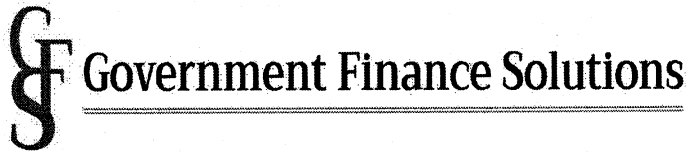
RESOLUTION NO. 21-2025

Harrisburg Redevelopment Authority

RESOLVED by the Redevelopment Authority of the City of Harrisburg that the Executive Director is hereby authorized to execute a professional services contract with Government Finance Solutions, 1926 Good Hope Road, Suite 400, Enola, PA 17025, to provide audit and finance services to aid the Authority in implementing controls over accounting and financial reporting in preparation of annual audits in compliance with GAAP, for the base contract amount of \$13,200, plus reasonable additional expenses more fully detailed on the attached Services Agreement.

6/17/2025
Date

Alexander T. M.
Secretary



June 13, 2025

Mr. Bryan Davis
Executive Director
Redevelopment Authority of the City of Harrisburg
10 North Second Street Suite 405
Harrisburg PA 17101

Re: **Proposal for Audit and Finance Assistance**

Dear Mr. Davis,

Government Finance Solutions (GFS) a division of Dawood Engineering, located at 1926 Good Hope Road, Suite 400, Enola, PA, 17025 is pleased to submit this formal proposal to the Harrisburg Redevelopment Authority for Audit and Finance Assistance. With a focus on results rather than reports, GFS serves clients as a business partner, strategic advisor, and technology influencer. The GFS team will partner with the Authority to chart its continued path to fiscal strength and success.

Below is an outline of our services in conformance with the request and indicates the scope, fee, and schedule.

SCOPE OF SERVICES

Provide Audit and Finance Assistance to assist the Authority in meeting its project needs. To include but not be limited to:

- Audit Preparation - Review of the following:
 - Lease Receivables – reconciliation and reporting
 - Deferred inflows of resources - leases - GASB 96 - entries
 - Fund balance – roll forward and entries
 - Grant revenue – receivables and reporting
 - Expenditures – classification and reporting
 - Due to / due from other governments – fund accounting principles and reporting
 - Accounts payable – reconciliation
 - Review of process – separation of duties
 - Review IT Controls – related to system access accounts
 - Year end process for adjusting for A/R review and write offs
 - Year end accrual process and reporting
 - Audit schedules requested

- QuickBooks Assistance
 - Grant reporting utilization – new grant segregation / reporting
 - General ledger account set up
 - Utilization of classes feature for property and grant reporting
- Providing additional assistance with projects that may require in-person support to complete will be quoted separately based on needs, scope, time to complete, availability of GFS staff and will be defined in discussion with the Executive Director. Projects may include but are not limited to:
 - Documentation of operating practices and procedures to create a manual that will be reference of current state and be a training resource for future staff.

PROPOSED FEES

GFS proposes to perform the above referenced services:

Any onsite or remote work provided by Jennifer Steigelman, Accounting Manager, will be billed at the rate of one hundred and sixty-five (\$165) dollars per hour.

Any onsite or remote work performed for Susan Saylor Staff Accountant would be billed at an hourly rate of one hundred thirty (\$135) dollars per hour.

In-person support, for staff that live more than one (1) hour travel time from GFS office in Enola, (Susan Saylor) would be charged at fifty percent (50%) of the hourly rates above for time traveled.

GFS services will be billed on a Time and Materials basis plus reasonable and ordinary expenses billed monthly. Reasonable and ordinary expense will be, but are not limited to mileage, per diem, and lodging. Mileage will be billed based at the current IRS rate. Lodging and per diems will be based on current Federal GSA rates.

Proposed fees are in effect for six (6) months from the date of the proposal after which time they may be subject to change.

SCHEDULE

These services will begin upon approval of this proposal and continue indefinitely, until cancelled by the Executive Director or designee or GFS. Meetings will be held with the Executive Director as requested to discuss needs or projects and an estimated number of hours to perform duties as requested.

It is anticipated that GFS will provide approximately eight (8) to sixteen (16) hours a week up to eighty (80) hours of work in support of the scope initially described.

Additional remote or in-person support based on project needs, will be dependent on the Authority's needs and based on GFS staff availability.

ASSUMPTIONS

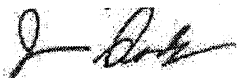
This scope of services and related fees have been prepared based on the following assumptions:

1. Duties assigned to GFS that exceed the time estimate will be brought to the Executive Director to determine if the estimated hours should be adjusted or duties reassigned.
2. GFS will be given appropriate access to files and / or systems as deemed necessary to conduct duties as assigned.
3. GFS will provide a written proposal for services beyond this initial set of services if requested.
4. GFS will not provide legal advice and will defer to the Authority's solicitor.

GFS appreciates the opportunity to provide the Authority with this proposal and we are confident our diverse capabilities and experience will be an asset to your team. We are sending an electronic copy of this proposal and our standard terms and conditions. If the proposal and terms are satisfactory, please sign a copy of the proposal and return via email to Jim Rodgers (james.rodgers@dawood.net) and Jennifer Steigelman (jennifer.steigelman@gfsdawood.net).

Please contact me at 717-514-0419, (james.rodgers@dawood.net) or Jennifer Steigelman at 717-497-4505, (jennifer.steigelman@gfsdawood.net) if you have any questions regarding this proposal or on the project in general. Thank you for the opportunity to support the work of the Harrisburg Redevelopment Authority and we look forward to working with you.

Sincerely,



Jim Rodgers
Chief Strategic Officer
Dawood Engineering



Jennifer Steigelman
Manager
Government Finance Solutions

Attachments
Standard Terms and Conditions
Jennifer Steigelman Resume
Susan Saylor Resume

This proposal is accepted by:

Name: _____
Please Print

Title: _____
Please Print

Signor: _____
Please Sign

Client Name: Harrisburg Redevelopment Authority

GOVERNMENT FINANCE SOLUTIONS
STANDARD CONTRACT TERMS AND CONDITIONS

1. **DUTIES AND RESPONSIBILITIES** – Government Finance Solutions (GFS) agrees to provide those professional services to the **HARRISBURG REDEVELOPMENT AUTHORITY**, as agreed to in the Scope of Services as set forth in the accepted letter proposal dated **JUNE 13, 2025**. Additional services may be performed, if requested, subject to an agreed upon revision in the Scope of Services and authorized fee.
2. **CONTRACT DOCUMENTS** - The parties hereto have entered into a contract. The Contract Documents include the Proposal and these Standard Contract Terms and Conditions which are incorporated into the Proposal. This Agreement and GFS's Proposal constitute the entire agreement between the parties (the "Contract") regarding their subject matter.

In the event that GFS and Client have not executed the Professional Services Agreement, Client's verbal or written authorization to GFS to proceed with the performance of the services set forth therein, or any payment received from Client toward this project, shall constitute acceptance by Client of the Professional Services Agreement, including these Terms and Conditions. The parties agree that, notwithstanding its terms, no subsequently executed purchase order or other Client submitted terms and conditions shall revise, modify, contradict or supplement the terms of the Proposal, including these Terms and Conditions. In particular, no such subsequently executed document shall create any warranty with regard to the services performed by GFS and its subconsultants nor shall it create any right of indemnification or any remedy for the benefit of Client that is not expressly set forth in the Proposal, including these Terms and Conditions. The Proposal, including these Terms and Conditions, may only be revised, modified, contradicted or supplemented by a written amendment on a form supplied by GFS that specifically refers to the terms herein which are the subject of the revision, modification, contradiction or supplementation.

3. **TERMINATION, SUSPENSION** - The Contract may be terminated by either party upon 30 day written notice. In the event of termination, GFS shall be paid for services performed to the termination date plus reasonable termination expenses.
4. **INVOICES, PAYMENTS** - GFS will submit invoices to Client monthly. Payment is due upon presentation of each invoice and is past due thirty (30) days from the invoice date. Client agrees to pay a service charge of one and one-half (1½) percent per month (18% per annum) or fraction thereof on past due payments under the Contract. If any invoice remains unpaid for a period in excess of sixty (60) days, GFS reserves the right to pursue all appropriate rights and remedies available to it at law or equity or by any other provisions hereof, and shall in addition have the right to any or all of the following specific remedies:
 - (a) declare the Contract terminated;
 - (b) cease any or all services agreed upon under the Contract;
 - (c) institute suit for the amounts owned plus additional costs as set forth in Section 4.1 hereof.

- 4.1 In the event a lien or suit is filed to enforce payment under the Contract, GFS is entitled to seek from the Client and Client agrees to pay all court costs and attorney's fees incurred by GFS in addition to the principal amounts owned plus accrued service charges.
- 4.2 The covenants and obligations of GFS hereunder are separate and independent from one another. Client's obligations to pay invoices and other amounts payable hereunder, and to perform its obligations hereunder, shall be fully enforceable and shall not be impaired or excused, notwithstanding any breach by GFS hereunder. No invoices or other amounts payable hereunder shall be subject to reduction, delay, offset, withholding or other defense.
5. **ASSIGNS** - Neither the Client nor GFS may delegate, assign, or sublet, or transfer his/her duties or interest in the Contract without the written consent of the other party, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Contract. Nothing contained in this paragraph shall prevent GFS from employing such independent professional associates and consultants as GFS may deem appropriate to assist in the performance of services hereunder.
6. **DISPUTES** - In the event that Client institutes suit against GFS because of any alleged failure to perform, or any alleged error, omission, or negligence, and if such suit is withdrawn or dismissed, or if judgment is rendered for GFS, Client agrees to reimburse GFS or pay any and all costs and all other expenses of defense, including without limitation GFS's attorney's fees, immediately following withdrawal or dismissal of the case or immediately upon judgment being rendered on behalf of GFS.
7. **WARRANTY OF AUTHORITY TO SIGN** - The persons executing this Contract warrant that they have the authority to sign as or on behalf of the Client. If such persons do not have such authority, they agree that they are personally liable for all breaches of this Contract and that any action against them for breach of such warranty, GFS's attorney's fee shall be included in any judgment rendered.
8. **SEVERABILITY** - In the event that any provision herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect, and binding upon the parties hereto.
9. **REFERENCES** - Client agrees that GFS has authority to utilize Client's name as a client in general descriptions of the project work or services performed as references to another client.
10. **CONFIDENTIAL INFORMATION AND CLIENT DOCUMENTS** - All Confidential Information and client records shall remain the property of the client and nothing herein shall be construed as giving GFS any right, title or interest in or to the Confidential Information. Upon completion of the engagement, GFS shall (a) promptly return all copies of tangible Confidential Information, equipment, or assets, other than GFS's

Documents, and (b) destroy all portions of Client's Documents that contain Confidential Information, except to the extent required to be retained by government regulations, in which event such retained Client's Documents shall be destroyed at the end of the last-to-expire retention period.

11. **INSURANCE** - Upon Contracting with GFS, a Certificate of Insurance illustrating workers' compensation, professional liability, and general liability insurance coverages will be provided.
12. **CONTROLLING LAW** - This Agreement shall be governed by Pennsylvania law.

GF | Government Finance Solutions

**Augment
Fiscal Staff**



Your chief accountant—whether you call them Treasurer or Finance Director—is one of the key positions helping your municipality's management and elected officials understand your government's current financial position.

Smaller municipalities often have inadequate resources to fund higher level fiscal positions and make decisions without the skills and guidance of a fiscally trained professional. In bigger communities, top fiscal staff are challenged to have expertise in every matter that a larger municipality faces. Large or small, it is increasingly difficult to find employees for either scenario. A survey conducted by US staffing firm Robert Half determined that "finding skilled talent for accounting and finance jobs is one of the greatest challenges faced by management" according to 35% of CFO respondents.

Government Finance Solutions (GFS) Advantages

GFS provides you with the tools, resources, and personnel to augment your fiscal staff, whether on a temporary or permanent basis. With more than 50 years of combined experience, our staff recommends best practices and delivers accurate information for well-informed decision making. Designed to meet your government's needs, our solutions:

- ✓ Augment permanent fiscal staff
- ✓ Provide supplemental staff for special projects
- ✓ Support staffing needs during transition periods
- ✓ Assist with hiring qualified fiscal staff



Government Finance Solutions Team

Jennifer Steigelman

Manager

jennifer.steigelman@gfsdawood.net

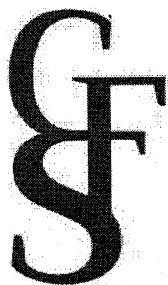
Susan Saylor

Staff Accountant

susan.saylor@gfsdawood.net

855.432.9663 | www.gfsdawood.net





Government Finance Solutions

A DIVISION OF DAWOOD

Coordinate Annual Audits



Annual audits continue to challenge even the most tenured financial municipal staff. Audit preparation time and new standards add to the workload of fiscal staff already stretched thin, requiring more bandwidth to compile documentation and constantly interact with auditors. Your finance department's efforts should not exceed the auditors' time spent conducting the audit itself.

Communication can be complicated when conveying financial results and the importance of audit findings to key stakeholders. Fiscal errors could result in findings that become part of the permanent record through annual financial statements and ancillary audit documents. It's imperative to instill public confidence in the audit and demonstrate sound budgetary and fiscal management by your elected officials and appointed staff.

Government Finance Solutions (GFS) Advantages

GFS provides you with the tools, resources, and personnel to reduce the burden of preparing for your audit, help you remain compliant, and support your communication to elected officials. By supplementing your fiscal staff, GFS provides audit support, saving staff time, lessening the chances of audit reconciliation findings, and reducing audit fees. Services can be designed to meet your audit preparation needs.

- ✓ Assisting with year-end financial statement close process
- ✓ Reconciling accounts
- ✓ Developing audit workpapers
- ✓ Preparing technical accounting memos
- ✓ Consulting on internal control
- ✓ Implementing strategies for new accounting standards
- ✓ Preparing draft financial statements and Management's Discussion and Analysis
- ✓ Coordinating with auditors
- ✓ Assisting with audit finding recommendation implementation
- ✓ Presenting key audit issues to board members



Government Finance Solutions Team

Jennifer Steigelman
Manager

jennifer.steigelman@gfsdawood.net

Susan Saylor
Staff Accountant

susan.saylor@gfsdawood.net