

COVER MEMO

Briefing Date/Time: July 28, 2025

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Subject: Teresa D. Johnson, CPA, Contract Amendment

Purpose: ☐ Information Only ☒ Decision Needed

Overview:

- This item is on the Consent agenda
- Action requested

Background:

This Consent Agenda item pertains to a proposed amendment to the competitively solicited contract with Teresa D. Johnson, CPA (Contract No. 2024-1041).

On November 1, 2024, the Port issued a Request for Proposals (RFP) for certified public accounting services. The contract scope includes providing technical accounting support as needed by the Port, including preparation and analysis of financial reports, audit assistance, account management, revenue forecasting, and ensuring compliance with applicable accounting standards.

The Request for Proposals (RFP) closed on November 15, 2024, with the Port receiving a single proposal submission from Teresa D. Johnson. Following a thorough evaluation of the proposal, the Port executed a contract with Teresa D. Johnson on December 11, 2024.

Documents Attached:

- Teresa D Johnson CPA, Inc Proposal

Summary and Financial Impact:

The current contract (Contract No. 2024-1041) is set to expire on December 31, 2025, with a not-to-exceed amount of \$50,000. This contract was authorized by

the Executive Director in accordance with delegated authority and Port Policy 1001.

To date, the Port has expended \$46,388.43 under this contract, leaving an available balance of approximately \$3,611.57 for continued support services.

The Port is requesting authorization to amend the contract to increase the spending authority by \$15,000, for a revised not-to-exceed contract amount of \$65,000.

Affected Parties:

- Port of Olympia

Options with Pros and Cons:

This amendment is essential to ensure the continued availability of technical accounting assistance for the Port of Olympia. The services provided under this contract support critical financial functions, including the preparation and analysis of financial statements, audit readiness, revenue forecasting, and compliance with governmental accounting standards.

Without an increase in the contract's spending authority, the Port will be unable to request additional services from its competitively solicited certified public accountant. This would limit the Port's ability to address ongoing and emerging accounting needs, potentially impacting the accuracy, timeliness, and integrity of its financial operations.

Staff Recommendation:

Authorize an amendment to the operational personal services contract with Teresa D. Johnson (Contract No. 2024-1041), increasing the contract authority by \$15,000, for a revised not-to-exceed amount of \$65,000, to be approved through the Consent Agenda.

Next Steps/Timeframe:

If approved, amend the operational personal services contract #2024-1041 with Teresa D. Johnson.