COVER MEMO	
Briefing Date/Time:	September 28, 2026
Staff Contact/Title:	Alex Smith, Executive Director, 360.528.8001 alexs@portolympia.com
Subject:	Contract Amendment - TDJ CPA, Inc.
Purpose:	☐ Information Only ☒ Decision Needed

Type of Agenda Item:

- Action/Other

Background:

Teresa D. Johnson, CPA, Inc. (TDJ) is our current CPA firm that assists with complex GAAP, GASB, and WA State Auditor's Office financial and compliance matters. TDJ was awarded this contract in December 2024 after responding to (RFP) 2024-1041 Certified Public Accountant Services. TDJ's accountants previously worked at the State Auditor's office and have specific expertise to assist us during audits.

Summary and Financial Impact:

This is a Personal Services Contract awarded in Dec. 2024, Contract 2024-1041 for Certified Public Accountant Services.

- The current contract end date is 12-31-2026.
- Our current request is to add $10,000 to the not-to-exceed amount for the contract.
- The requested additional funds are needed to assist the Port negotiations with the SAO to finalize the 2025 audit and finalize the 2026 Annual Report.
- The not to exceed (NTE) amount has previously been increased twice by the Commission in July of 2025 and March of 2026.
- The current NTE is $96,500 with $89,000 spent.
- We will do an RFP for a new contract before the year's end.

Alignment with Vision 2050:

Focus Area: 3 Admin; Goal 41 – Improve the Port's ability to make decisions, resolve issues and achieve its objectives.

Environmental Considerations and Review: n/a

Alternatives Considered:

Staff the request or not approve the request.

Staff Recommendation:

Please approve this request for an increase of the Not to Exceed amount by $10,000 – Teresa D. Johnson, CPA, Inc. – Contract 2024-1041.

<u>Document(s) Attached</u>:
Contract Fiscal Summary – Contract 2024-1041