Call to Order and Pledge of Allegiance

1. New Business – Discussion and Potential Action
   a. Regular Meeting Minutes from 08/28/19
   b. Discuss and advise the full board of commissioners the appointment of the independent auditors

2. Next Subcommittee Meeting September 30, 2020, 8:15 A.M.

3. Adjourn

- This meeting will be held in a teleconference format. You may dial remotely with the following:
  **United States: 1 (408) 650-3123 / Access Code: 981-228-381**
- Please respond to Fred Detri at 942-1430 or email at dhuff@rirrc.org in the event there are difficulties with the conference call.
Call to Order and Pledge of Allegiance

The meeting was called to order at 8:26 A.M. followed by the Pledge of Allegiance.

Agenda Items

1. Executive Session for:
   a. Discussion pursuant to RIGL §42-46-5(a)(2), job performance, character, or physical or mental health of a person or persons. Job performance review for Executive Director, and
   b. Discussion or consideration of one potential acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public.

Motion to move into Executive Session pursuant to the above two (2) items was made by Commissioner DiPaolo and seconded by Commissioner DiBiase. It was noted for the record that the Executive Director was notified in writing of his right to require the meeting be held in open session, and he has not exercised that right. Passed 3-0 by Roll call vote.

Motion to seal executive session meeting minutes made by Commissioner DiBiase and seconded by Commissioner DiPaolo. Passed 3-0.
Chairman Sabitoni requested a motion to come out of executive session and a roll call vote. Motion made by Commissioner DiPaolo and second by Commissioner DiBiase. Passed 3-0 by Roll call vote.

Open Session started at 9:00 A.M.

2. Discussion and potential vote regarding recommendations of Committee for review process with full Board of Commissioners.
   The Committee reviewed the review process of the Executive Director and recommends the extension of the Executive Director’s contract, in addition to a performance bonus.

   Motion to approve made by Commissioner DiPaolo and seconded by Commissioner DiBiase. Passed 3-0.

3. Approve Regular and Executive Session Meeting Minutes from 12/19/18
   Motion to approve made by Commissioner DiBiase and seconded by Commissioner DiPaolo. Passed 3-0.

4. Office Space Procurement
   Reposa reported that we are determining what we need for office space and that we will use the Department of Administration’s process when going out to bid. Commissioner DiBiase commented that when using the DOA process, we may not get all the options available to us and not to feel that we must settle and choose from that list only.

   Once we have a recommendation, it will be vetted through the Governance Subcommittee before going to the full board.

   Motion to adjourn made by Commissioner DiPaolo and seconded by Commissioner DiBiase. Passed 3-0.

The meeting was adjourned at 9:13 A.M.
TO: Joe Reposa  
Executive Director

FROM: Dean M. Huff  
Chief Financial Officer

DATE: May 15, 2020

RE: Request for Contract Approval  
RFP No. 220 - Auditing Services

In accordance with Rhode Island Resource Recovery Corporation’s procurement procedures and the State of Rhode Island’s audit procurement and bid specification guidelines for quasi-public entities, the RIRRC solicited competitive sealed proposals from qualified Certified Public Accounting firms interested in providing the Corporation auditing services. The audit specifications were approved, as required by State law, by the Rhode Island Auditor General and DOA Office of Accounts and Control. These services will include the annual audits of the Corporation’s financial statements for the fiscal years ending June 30, 2020, 2021, 2022, with two one-year extensions for the fiscal years ending June 30, 2023 and 2024.

The notice of solicitation was placed on the State RIVIP and RIRRC websites on March 10, 2020. Additionally, proposal documents were emailed to 10 potentially interested parties as identified on the attached listing.

The following three accounting firms submitted responses to RFP No. 220 during the public bid opening held on Tuesday April 7, 2020:

Name of Accounting Firm

- Blum, Shapiro & Company, Cranston RI  
- Marcum LLP, Providence, RI  
- O’Connor & Drew P.C., Braintree, MA
In accordance with procurement policies and the RFP, each proposal was reviewed by an evaluation committee comprised of three members of the Corporation’s staff using the State prescribed evaluation matrix. Using this State matrix, proposals were evaluated for experience and qualifications – 40%, approach, methodology and proposed schedule – 30%, and fee proposal – 30%. As a result of the review and evaluation of the proposals, the evaluation committee recommended awarding a five-year contract to O’Connor & Drew P.C.

As required by regulation, this recommendation was then sent to the Rhode Island Auditor General and DOA Office of Accounts and Control for approval. (see attached approval).

The contract for these services would commence on or about June 1, 2020 and continue until November 30, 2024. Funds for this contract are budgeted in the Accounting department over the next five fiscal years. I am requesting that you include the approval for this contract on the agenda for the next meeting of the Board of Commissioners. The resolution recommending approval of this contract is as follows:

**Be it resolved that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement for auditing services (RFP No. 220) between Rhode Island Resource Recovery Corporation and O’Connor & Drew P.C. of Braintree, MA for an amount not to exceed $297,300. The contract will commence on or about June 1, 2020 and continue until November 30, 2024.**

cc: Wendy Marchant
REQUEST FOR APPROVAL OF SELECTION OF AUDITOR

1. REQUESTING AGENCY: Rhode Island Resource Recovery Corp.

2. NATURE OF SERVICES TO BE PROVIDED: Annual Financial Statements and Supplementary Information


4. ATTACH REQUEST FOR PROPOSAL, ALL RESPONSES RECEIVED, AND EVALUATION GRID IDENTIFYING ALL BIDDERS, BIDS, AND EVALUATION COMMITTEE SCORING

5. AUDIT FIRM SELECTED BY THE AGENCY AND FOR WHICH APPROVAL IS REQUESTED: O'Connor & Drew

6. COMMENT (IF ANY) ON AGENCY SELECTION: Marcum LLP was disqualified as the audit period of 5 years exceeded Marcum's allowable term. Marcum currently has performed the audit 6 years.

REQUESTED BY:

[Signature]
NAME

[Signature]
TITLE

5/8/2020
DATE

ACTION ON REQUEST

APPROVED [ ]

DISAPPROVED [ ]

COMMENTS: ____________________________

[Signature]
DEAN M. HOGART

5/12/2020
DATE

[Signature]
AUDITOR GENERAL

5/12/2020
DATE

via email authorization
MINUTES OF BID OPENING

RFP No. 220 – Auditing Services

April 7, 2020 at 2:01 P.M.

The public acceptance of bids was closed at 2:00 P.M. on April 7, 2020 as stated in RFP No. 220.

The bid opening was conducted by Dean Huff. In attendance from the Corporation in addition to Dean Huff was Karen Rotondo. There were no vendors present.

Three (3) submittals were received and opened at:
- 2:01 P.M. – Bloomshire & Co, Cranston RI
- 2:03 P.M. – Marcum LLP, Providence, RI
- 2:04 P.M. – O’Connor & Drew PC, Braintree, MA

A public copy was included with all submittals.

The bid opening concluded at 2:05 P.M.

The attached abstract indicates vendor responses and prices bid.

cc: Joe Reposa
    Dean Huff
    Ivy Iaco
    Allison Godfrey

Attachment
List of Recipients
RFP No. 220 – Auditing Services
Proposals due – April 7, 2020 at 2:00 PM

MR. ERNIE ALMONTE, CPA, CFF, CGFM
CHRIS MACKENZIE, OFFICE LEADER
RSM US LLP
80 CITY QUARE
BOSTON, MA 02129

MR. DAVID A. DILULIS
O’CONNOR & DREW PC
25 BRAINTREE HILL OFFICE PARK
SUITE 102
BRAINTREE, MA 02184

MR. JAMES D. WILKINSON, CPA/CITP
MARCUM LLP
155 SOUTH MAIN STREET, SUITE 100
PROVIDENCE, RI 02903

MR. ALAN H. LITWIN, CPA, MST, MBA
MANAGING DIRECTOR
KHAN LITWIN RENZA &CO. LTD
951 N. MAIN STREET, UNIT 3
PROVIDENCE, RI 02904-5759

MS. DAWN ARPIN
BLUMSHAPIRO
ONE CAPITOL WAY
CRANSTON, RI 02910

NAZIRAH M. MUHammad
CLIFTON LARSON ALLEN LLP
1966 GREENSPRING DRIVE, SUITE 300
TIMONIUM, MD 21093

SANSIVERI KIMBALL & COMPANY LLP
ATTN: MARKETING & BUSINESS DEVELOPMENT
50 Holden Street
PROVIDENCE, RI 02908

MR. EMILIO N. COLAPIETRO
DISANTO PRIEST & COMPANY
117 METRO CENTER BLVD., SUITE 3000
WARWICK, RI 02888-1774

MR. DARREN DONOVAN
KPMG LLP
TWO FINANCIAL CENTER
60 SOUTH STREET
BOSTON, MA 02111

MS. PATRICIA A. BOUCHER
BACON & COMPANY CPA’S, LLC
875 CENTERVILLE RD., BLDG.3, UNIT 10
WARWICK, RI 02886

Issued: March 10, 2020
Revised: March 12, 2020
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<td>$56,000.00</td>
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Marcum LLP of Providence RI was disqualified.
## RHODE ISLAND RESOURCE RECOVERY CORPORATION
**Bid Evaluation Form**

**Bid ID:** RFP 220  
**Bid Name:** Financial Audit  
**Evaluated by:** ROLL UP SHEET  
**Date:** 7-Apr-20

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<th>Cost Proposal</th>
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<th>Overall Approach/strategy/capacity/timelines</th>
<th>Specific Bid Comments</th>
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Reviewer's Signature

Comments

Overall winner - O'Connor & Drew