

Ron Wynne

From: Donna L. Bernardini [DLBernardini@auditor.state.oh.us]
Sent: Thursday, January 05, 2012 4:07 PM
To: Ron Wynne
Cc: Carol-Ann Schindel; Christopher J. Brassell
Subject: Village of Mayfield
Importance: High
Attachments: Village of Mayfield_MOA_010512.pdf; Village of Mayfield_COC.pdf

Good Evening Mr. Wynne:

Per our letter awarding James G. Zupka, CPA, Inc., the contract to audit the **Village of Mayfield, Cuyahoga County**, for the fiscal period January 1, 2011 through December 31, 2014, attached please find a PDF document of the Memorandum of Agreement (MOA) already signed by the IPA firm. Please sign this document, and the Certification of Compliance form also enclosed, and **return them to the Auditor of State at dlbernardini@auditor.state.oh.us** for final approval of your contract.

Once the paperwork is signed by the Auditor of State, a fully executed document will be sent to you and to the firm. No audit work may be performed or payments lawfully made regarding this contract until such approval is obtained.

Should you have any questions, please contact me at (216) 787-4380. Thank you for your prompt cooperation.

Sincerely,

Donna Bernardini

Cleveland Regional Office Manager
Auditor of State, Dave Yost
615 W. Superior Ave., 12th Flr.
Cleveland, Ohio 44113
Phone: (216) 787-4380

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MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 5th day of January, 2012, by and between James G. Zupka, CPA, Inc. an independent public accountant (IPA), DAVE YOST, Auditor of State of Ohio (Auditor) and Village of Mayfield, Cuyahoga County (Public Office) WITNESSETH:

Whereas, the Public Office on October 11, 2011, issued a Request for Proposals for the audit of Village of Mayfield, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 115.56, Revised Code, for fiscal periods January 1, 2011 through December 31, 2014.

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the audit of Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Public Office, with the approval of the Auditor, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal, the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";
2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified audit of Public Office;
3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and
4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and
5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

Subcontractor Name

Address

Number of Hours

Rate Per Hour

Total Subcontract

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Village of Mayfield

Date

James G. Zupka CPA
James G. Zupka, CPA, Inc.

1-5-2012
Date

APPROVAL:

Chief Auditor, Audit Administration
Office of **DAVE YOST, Auditor of State of Ohio**
In Accordance with Sections 117.11 & 115.56 Revised Code
(Not valid unless approved by Audit Administration)

Date



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Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the **Village of Mayfield, Cuyahoga County**, we have complied with all applicable federal, state and local procurement requirements in the selection of the firm **James G. Zupka, CPA, Inc.**, to perform the audit of the **Village of Mayfield, Cuyahoga County**, which is the subject of the accompanying contract.

Village of Mayfield, Cuyahoga County
Ronald Wynne, Director of Finance

Date