

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR**

MUNICIPAL AUDITOR – CY2021

ISSUED BY:

BOROUGH OF PENNS GROVE

Date Issued: November 24, 2020

Responses Due by: 10:00 a.m. – December 18, 2020

SHARON R. WILLIAMS, MUNICIPAL CLERK

Borough of Penns Grove

1 State Street, Penns Grove, NJ 08069

856-299-0098, ext. 103

856-299-3411

swilliams@pennsgrove-nj.org

REQUEST FOR QUALIFICATIONS
MUNICIPAL AUDITOR

The **Borough of Penns Grove** (referred hereafter as MUNICIPALITY) is seeking professional service proposals from qualified firms to provide **AUDITING AND ACCOUNTING SERVICES** to the Borough of Penns.

I. Proposal Submission

Each Applicant shall submit in a sealed and labeled envelope one original paper copy, clearly marked as the “ORIGINAL” plus ten (10) **bound** full, complete and exact paper copies. The proposal must be addressed to:

Borough of Penns Grove
Attn: Sharon R. Williams, Municipal Clerk
1 State Street
Penns Grove, NJ 08069

The proposal must be received by: December 18, 2020 – 10:00 a.m.

Faxed or E-Mailed proposals will NOT be accepted or considered.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.). The MUNICIPALITY shall not be responsible for any costs associated with the oral or written presentation of the proposals. The MUNICIPALITY reserves the right to reject any and all responses, with or without cause, or waive any irregularities or informalities in the proposals. The MUNICIPALITY further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all applicants submitting responses. In the event that all proposals are rejected, the MUNICIPALITY reserves the right to re-solicit for proposals.

II. Questions

Any inquiry concerning this RFQ should be directed in writing to:

Sharon R. Williams, Municipal Clerk
1 State Street
Penns Grove, NJ 08069
856-299-0098, ext. 103
856-299-3411
swilliams@pennsgrove-nj.org

BOROUGH OF PENNS GROVE

REQUEST FOR PROPOSAL FOR THE POSITION OF

MUNICIPAL AUDITOR

Position and Term:

The Borough of Penns Grove requests proposals from New Jersey Registered Municipal Accountants (“RMA”), or firms with RMAs on staff, interested in serving in the position of “Municipal Auditor” from January 1, 2021 to December 31, 2021.

Minimum Requirements:

Must have at least 2 available fully licensed and in good standing as a New Jersey RMA.

Minimum 3 years of experience as an auditor for a New Jersey municipality.

Fair and Open Process:

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the Borough Clerk or her Designee at Borough Hall, 1 State Street, Penns Grove, New Jersey 08069, 856-299-0098, ext. 103 or 102 on or before 10:00 a.m. on December 18, 2020. At that time and place all proposals received shall be publicly opened and announced by the Borough Clerk or her designee.

Proposals will thereafter be received by the Borough Council of the Borough of Penns Grove, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Borough of Penns Grove and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Borough; (v) availability to accommodate meeting and interface requirements with the Borough Council and Borough Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Borough; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Borough reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Borough.

The Borough's determination of the applicant who is most advantageous to the goals and objectives of the Borough shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Borough Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Borough Official, Officer or employee to secure unwarranted privileges or advantages.

Description of Services:

Serves as Municipal Auditor for the Borough of Penns Grove. Attends meetings with Borough Council or Borough Officials. Interfaces closely, typically on a regular basis, with Borough's Chief Financial Officer. Is responsible for the preparation of the Borough's annual audit and year-end financial statements in accordance with all applicable laws and regulations. Acts as a consultant to the Chief Financial Officer in relation to preparation and issues related to the annual budget and other financial and reporting matters.

Compensation:

Compensation shall be based on a professional services contract to be submitted with the applicant's proposal.

It is anticipated that the annual value of this Contract will exceed \$17,500.00.

Qualification Evaluation:

1. Minimum Requirements. Please attach resume and/or other documentation
2. demonstrating compliance with the "Minimum Requirements" detailed above.

3. Describe the number of registered municipal accountants on your staff.

4. Describe the number of certified public accountants on your staff.

5. Describe the size of your firm and firm capabilities with regard to municipal clients.

6. Describe your firm's participation in a Qualifying Peer Review Program.
7. Describe your firm's ability with regard to not only auditing expertise but also expertise in the area of bonding, rate studies, litigation support, human resource and tax.
8. Describe the firm's involvement with the American Institute of Certified Public Accountants, the New Jersey Society of Certified Public Accountants, the Registered Municipal Accountant Association and Committee involvement with these associations relating to governmental accounting.
9. Describe your firm's policy with respect to continuing professional education.
10. Please list all public entities/agencies for which you presently serve as auditor complete with term of appointment and contact person and related phone number.
11. Disclose and describe if you or any member of your firm have ever had their professional license suspended or revoked in New Jersey or any other state.
12. What is the location of your Office? In Penns Grove Borough; in Salem County; or out of Salem County.
13. Describe the resources of your Office. Include details of support staff. Include information on other qualified auditors in your office who would be available to Borough Officials in the event you were absent or unavailable.
14. Please include Fee Schedule.