

BOROUGH OF SEASIDE PARK REQUEST FOR PROPOSAL BOROUGH AUDITOR

Date Issued: November 1, 2011

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Return To: Karen Barna, Borough Clerk

Borough of Seaside Park

1701 North Ocean Avenue

Seaside Park, NJ 08752

REQUEST FOR PROPOSAL FOR THE POSITION OF BOROUGH AUDITOR FOR THE BOROUGH OF SEASIDE PARK

The Borough of Seaside Park is soliciting proposals for the position of Borough Auditor to provide professional services to the Borough on all general municipal auditing needs. The Mayor and Council will select one or more vendors for the position of Borough Auditor based upon a fair and open process, pursuant to N.J.S.A. 19:44A-20.4, et. seq. and in accordance with the Ordinance previously adopted by the Mayor and Council to secure such services through a fair and open process. In order to have a proposal considered by the Mayor and Council, an interested party must provide evidence that he/she satisfies the minimum requirements for this position, as set forth in Section III of this document and that he/she otherwise complies with the proposal requirements set forth.

SECTION I: Appointment of Borough Auditor

One auditor shall be appointed by the Mayor with the advice and consent of Council to serve as the official Borough Auditor, and other auditors or firms may be appointed by the Mayor with the advice and consent of Council, for a term of one (1) year, to perform general auditing services for the Borough of Seaside Park including but not limited to those services as described in Section II of this document.

The Mayor and Council may select, at its sole discretion, individuals or firms for this position, so long as those individuals or firms meet or exceed the minimum requirements set forth in Section III hereof. Once an appointment is made, no substitution of personnel may be made without the express written consent of the Mayor and Council, which consent may be withheld in their sole discretion.

SECTION II: Scope of Services

The Borough Auditor (and other auditors, if any) shall perform the following minimum duties as well as those prescribed by applicable law, subject to the review and approval of the Mayor and Council:

- A. Perform such duties as are prescribed by general law and ordinance;

- B. Interface closely on a regular basis with the Borough's Chief Financial Officer, Tax Collector, Utility Collector and Borough Clerk/Administrator.
- C. Prepare the Borough's annual audit and year-end financial statements in accordance with all applicable laws and regulations;
- D. Act as consultant to the Chief Financial Officer and the Borough's Administrator in relation to preparation and issues related to the annual budget and other financial and reporting matters;
- E. Attend regular, special, and Executive Session meetings as requested by the Mayor and Council.

SECTION III: Minimum Qualifications and Response Requirements

In order for an individual's or firm's proposal to be considered by the Mayor and Council, interested parties submitting proposals in response to this solicitation must meet the following:

A. Minimum Qualifications:

1. The potential vendor is a multi-disciplined accounting firm with at least eight (8) years experience in all aspects of municipal auditing (the appointed auditor may be assisted by employees of his/her firm with lesser levels of experience);
2. The individual assigned shall have at least five (5) years experience as an appointed Municipal Auditor and shall be a RMA;
3. The individual assigned has at least five (5) years prior experience as a Municipal Auditor;
4. The individual/firm has sufficient staff to satisfy the scope of services described in this proposal;
5. The individual/firm has additional experience in municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing; and
6. The individual/firm is in good standing within the State of New Jersey.

B. Minimum Requirements for Vendor Responses:

1. Interested parties wishing to provide a proposal in response to the Borough of Seaside Park's solicitation shall provide the following minimum information in its proposal, which proposal must be submitted at the location and within the time constraint set forth on page 1 of this document.

2. Full name and business address of entity or person submitting the proposal and the name of the key contact person;
3. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and organizational structure;
4. The number of years your organization has been in business under the present name, and the number of years the business organization has been under the current management;
5. List of all individuals who, if selected, will provide services to the Borough of Seaside Park, along with a summary of the post high school education and licenses held by each such person;
6. Number of years each individual has provided services to municipal entities in the State of New Jersey;
7. A description of services that will be provided to the Borough, in addition to those set forth in Section II;
8. A copy or description of the professional liability insurance policy maintained for calendar year 2011;
9. A statement and listing of professional service fees offered to the Borough of Seaside Park, if selected to be Borough Auditor;
10. A statement that applicant complies with the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et. seq., and the Affirmative Action Law of the State of New Jersey, P.L. 1975 C. 127; N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and of P.L. 1963, c. 150 (Prevailing Wage) and Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.); and N.J.S.A. 19:44A-20.4 et seq. (Pay to Play).
11. The name and addresses of at least three (3) references consisting of clients for which the applicant has provided services in the past five (5) years, which should include at least one municipal entity client;

12. A list and description of all professional liability claims, if any, brought against the applicant during the past five (5) years;
13. Confirmation of the appropriate federal and state licenses to perform activities; and
14. The applicant shall provide the Borough of Seaside Park with ten (10) copies of its proposal.

SECTION IV: Basis of Award of Professional Services Contract

The Borough of Seaside Park shall award all professional service agreements based upon qualifications, merit, cost competitiveness, references and experience with issues confronting the Borough of Seaside Park. The final determination will be based upon the most advantageous price and other factors to the Borough of Seaside Park. The specific basis of award will include:

A. Documented evidence that the firm fulfills all of the Minimum Qualifications as listed in Section III, paragraph A., and all of the information required under paragraph B., including, but not limited to, insurance policy, Affirmative Action Compliance and professional service fees, are provided for review and consideration. Number your responses using the sequential order listed in paragraphs A and B of Section III.

B. Technical Criteria:

1. Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
2. Does the proposal document knowledge of the issues and operations of the Borough of Seaside Park, and how the proposed services will address these issues?
3. Is the proposal complete and responsive to the specific requirements?
4. Has successful past performance of the firm and its principals been documented?

C. Management Criteria:

1. How well does the proposed scheduling timelines meet the borough's needs?

2. Does the firm document a record of reliability of timely delivery of deliverables?
3. Does the firm document municipal/State experience?
4. Does the firm document its availability to attend all scheduled/required public and special meetings?
5. To what extent does the firm rely on in-house resources vs. contracted services?
6. Is there the availability of in-house and contract resources documented?
7. Documentation of experience in performing similar work by employees?
8. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
9. Does the vendor demonstrate cultural sensitivity in hiring and training staff?

D. Cost Criteria:

1. Relative Cost – How does the cost compare to other similarly scored proposals?
2. Full Explanation – Is the price and its component charges, fees, etc., adequately explained and documented?
3. Does the proposal include quality control and assurance programs?
4. Does the firm have the sufficient financial resources to meet its obligations?

All awards are and shall be subject to the availability of funds for the professional services in the 2012 Temporary and/or Final Budgets.