

REQUEST FOR PROPOSALS

MUNICIPAL AUDITOR

TOWNSHIP OF MILLBURN, NJ (ESSEX COUNTY)



ISSUE DATE: December 21, 2022

DUE DATE: January 13, 2023

Issued by: Township of Millburn, NJ

TOWNSHIP OF MILLBURN

REQUEST FOR PROPOSALS FOR THE POSITION OF MUNICIPAL AUDITOR FOR THE TOWNSHIP OF MILLBURN FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023

SUBMISSION DEADLINE: January 13, 2022 at 10:00 a.m.

SUBMISSION OF PROPOSAL STATEMENTS: Two (2) original, hard copies should be sent to the contact below in sealed envelopes. It is also requested that a PDF version of the submission be emailed to financedept@millburntwp.org.

CONTACT PERSON:

Matthew Laracy CPA, CMFO, QPA
Chief Financial Officer
Township of Millburn
375 Millburn Avenue
Millburn, NJ 07041

The Township of Millburn (Township) is issuing this Request for Proposals (RFP) for qualified individuals and firms to provide Auditing/Consultant services of a specialized nature for the Township as directed by the appropriate official within the Township for a contract period of one year. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful professional must have significant experience in representing municipal clients or other local governments and public agencies in the State of New Jersey. Experience representing public agencies in similar urban communities in other states, especially New York and Pennsylvania, is also desired. The Township of Millburn reserves the right to pre-qualify and/or contract with one or more professionals or firms.

SECTION I: SCOPE OF SERVICES

The Proposer will be required to conduct an audit of the individual funds and the account group of the Township of Millburn, New Jersey. The Proposer will be required to perform, but not be limited to, the following services:

1. Perform Annual Audit to include departments and municipal utilities pursuant to N.J.S.A. 40A:5-4
2. Preparation of all associates reports and documents as required by statute

3. Perform or review the Annual Financial Statements in accordance with applicable laws or guidelines
4. Assistance and review of the annual State Budget Document and other related documents
5. Perform the audit of the Public Library
6. Review of Disclosure Information for Official and Preliminary Official Statements
7. Advise and respond to inquiries concerning financial and tax matters associated with the Township on an as needed basis
8. Attend and participate in Township Committee Meetings, as requested
9. Review of Deferred Compensation Plan, as required by applicable laws

The audit must be done in accordance with U.S. generally accepted auditing standards and the standards applicable to financial statements contained in the Government Auditing Standards issued by the Comptroller General of the United States, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the provisions of U.S. Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" and State of New Jersey OMB Circular 04-04, "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid".

SECTION II: RESPONSE REQUIREMENTS

Proposal submissions must include the following:

1. Name of individual with RMA license applying for appointment as auditor
2. Name, address, phone and email address of firm (if multiple office sites, list all, and indicate corporate office).
3. Biography or history of the firm.
4. List of principals and/or partners of the firm.
5. List of personnel that would be assigned to Millburn audit, including a summary of their educations, licenses, qualifications, expertise and experience as it relates to the services the Township requires
6. Detail hourly rates for all assigned personnel
7. List of References from at least three municipalities for which firm has provided similar services, including name, address, phone and contact information.
8. Provide prior experience, if any, the firm may have in providing services to the Township of Millburn, and in what capacity

9. List of municipalities currently under contract with the firm.
10. A description of any services that will be provided to the Township, in addition to those set forth in Section I.

SECTION III: COST PROPOSAL

A cost proposal must be submitted and include detail of the following:

1. Fee for the 2022 municipal audit and other financial services as requested in Section I:
 - a. Current, Capital, and Trust Funds
 - b. Parking Utility
 - c. Public Library
2. Fee for preparation of the Annual Financial Statement
3. Hourly rates for additional services defined beyond the scope of those included in this proposal

SECTION IV: BASIS OF AWARD

The Township shall award all professional service agreements based upon qualifications, merit, references and experience with issues confronting the Township of Millburn. The specific evaluation criteria will include:

1. Cost
2. Individual and Firm experience and reputation
3. Knowledge of the audit services to be provided as Township Auditor
4. Availability to accommodate the meeting schedule and required needs of the Mayor and Council and the Township's Administrative Departments
5. Other factors the Mayor & Township Committee deem to be in the best interest of the Township of Millburn and its taxpayers.

A final award shall be made by Resolution adopted by a majority of the Mayor and Township Committee based upon the proposal made to the Township that has been determined to be the most advantageous to the Township, all factors considered. The Mayor and Township Committee reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment. All awards are and shall be subject to the availability of funds.

SECTION V: SUBMISSION CHECKLIST

1. Submission Form and Cost Proposal in accordance with Section II and Section III
2. Statement of Ownership Disclosure
3. Mandatory Equal Employment Opportunity Language
4. Affirmative Action Compliance Notice (Exhibit A)
5. Americans with Disabilities Act of 1990
6. Non-Collusion Affidavit
7. Certification of Non-Debarment
8. New Jersey Business Registration Certificate (Copy)