

**TOWNSHIP OF NEPTUNE  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY  
REQUESTS FOR PROPOSALS/QUALIFICATIONS  
TOWNSHIP AUDITOR  
NT 2012-04**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in the Executive Conference Room, located on the First Floor, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune, New Jersey, on **December 13, 2011** at **10:30 am** for the following:

Request for Qualifications from Individuals and/or Firms Interested in  
Serving as "Township Auditor" to the Township of Neptune for the period  
January 1, 2012 through December 31, 2012.

**BID/PROPOSAL # NT2012-04**

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township of Neptune also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Neptune

KEVIN B. MCMILLAN, Mayor, Township of Neptune  
RICHARD J. CUTTRELL, Municipal Clerk, Township of Neptune  
MICHAEL J. BASCOM, Chief Financial Officer, Township of Neptune

**Request for Qualifications from Individuals and/or Firms  
Interested in Serving as “Township Auditor”  
to the Township of Neptune for the  
Period January 1, 2012 through December 31, 2012  
BID/PROPOSAL # NT2012-04**

**Introduction**

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township of Neptune seeks Requests for Qualifications (“RFQ”) from Individuals and/or Firms licensed to practice Accounting in the State of New Jersey that wish to serve as Township Auditor for the Township of Neptune. The successful individual/firm must have significant experience in representing New Jersey public entities in auditing and accounting consultation. The successful firm will provide the Township with professional guidance relating to, but not necessarily limited to:

Auditing the Township’s financial statements as of and for the year ending immediately prior to the Township’s hiring the auditor, and prepare an unaudited annual financial statement and annual debt statement, all in accordance with generally accepted accounting principles in the State of New Jersey and in the United States Accounting contained in Government Audit Standards. This shall include informing the Township of any material errors; any fraudulent financial reporting or misappropriation of assets; and any violations of laws or governmental regulations, that come to the auditor’s attention, unless they are inconsequential. The Auditor will supply supplemental debt statements, at an additional cost to the Township, as may be requested by the Township. The Township may request the auditor to assist in the preparation of the Township Budget during the year that the auditor has been hired. The Township may also request assistance with any other budget review for other public entities for which the Township may have an obligation to review and approve or modify, in accordance with the Laws of the State of New Jersey. The Auditor may be requested to do any other accounting or auditing service, as may be requested by the Township.

The Township has adopted the following rate schedule for professional services rendered pursuant to this RFQ:

Annual Audit for year ending December 31, 2011; prepare The 2011 Unaudited Annual Financial Statement and Annual Debt Statement:	\$70,000.00
Cost of Preparation for each supplemental debt Statement:	\$ 450.00/statement
Hourly Rates for other services requested by the Township:	
Partner:	\$ 145.00
Manager:	\$ 115.00
Supervisor:	\$ 90.00
Senior Staff:	\$ 75.00
Staff:	\$ 65.00

## **Professional Information and Qualifications**

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all Accountants or firm's offices and corresponding telephone and fax numbers. Please note specifically which Accountants or other individuals will be assigned to work with the Township, and in what capacity;
3. Description of education, experience, qualifications, number of years with the firm, for the firm's Accountants and other individuals who will work with the Township. Include a descriptive narrative of their experience with projects similar to those described above;
4. Experience related to representation of Municipalities and other public entities;
5. At least four references, three of which must have knowledge of your representation of a public entity;
6. Examples of your record representing public entities;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Any other information which the interested firm deems relevant;
9. A copy of your New Jersey Business Registration Certificate.
10. A completed Statement of Ownership form (Attached below).

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost effectiveness.

## **Submission Requirements**

Responses to this RFQ must be delivered in a sealed envelope bearing the title And Bid/Proposal Number no later than **10:30 am** on **December 13<sup>th</sup> 2011** to:

Township Clerk, Neptune Township  
Neptune Township Municipal Complex  
25 Neptune Boulevard  
Neptune, New Jersey 07753

Please submit one original and two copies of the Request for Qualifications (RFQ) on 8 ½" x 11" white paper.

## NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS – NON-CONSTRUCTION

All New Jersey and out of State Business Organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with this proposal. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The Contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the Contractor.

Before final payment of the contract is made by the Contracting Agency, the Contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the Contractor and each of its affiliates and each Subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into the State.

A Business Organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c. 110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms such as Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**TOWNSHIP OF NEPTUNE  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY**

**STATEMENT OF OWNERSHIP**

The Contractor is (check one): Individual: [  ] Partnership: [  ] P.A. [  ] L.L.C. [  ]

Corporation: [  ] Joint Venture: [  ] Other: [  ] Specify: \_\_\_\_\_

NAMES:

ADDRESSES:

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

NAME OF CONTRACTOR: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

PRINT NAME & TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTES:**

A. Attach additional sheets as needed and check here [  ].

B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

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STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERT ATE.

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DEP. RI  
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ADDRESS: ISSUANCE DATE:  
EFFECTIVE DATE:

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