

GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE CONTRACTORS
SUBMITTING QUALIFICATIONS AND PROPOSALS
FOR 2017 CONTRACT FOR POSITION OF TOWNSHIP AUDITOR

- I. Invitation to Submit Qualifications and Proposal.** The Township of Upper Deerfield is requesting qualifications and proposals from individuals and/or firms for the following contract for the year 2017: Township Auditor. The qualifications and proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, *et.seq.*
- II. Submitting and Delivery of Qualifications and Proposals.** Qualifications and proposals must be submitted on or before December 6, 2016 and may be submitted either by mail or in person by the prospective contractor or his agent. Qualifications and proposals must be enclosed in a sealed envelope and plainly marked “Qualifications and Proposal for 2017 Township Auditor Contract” and the envelope also shall have plainly marked on it the name and address of the prospective contractor. Please submit 1 original copy of your proposal.
- III. Time and Place for Acceptance of Qualifications and Proposals.** The Upper Deerfield Township Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Township Clerk, Township of Upper Deerfield, 1325 Highway 77, Seabrook, New Jersey, 08302, either by mail or in person by the prospective contractor or his agent on or prior to December 6, 2016 at 11:00 a.m., prevailing time. The Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the time designated for receipt.
- IV. Contract Description and Qualifications.** The Township Auditor will audit the financial statements of the Township of Upper Deerfield including the Sewer and Water Utilities Budget and the CS Regional Court for the year ended December 31, 2016. The document that is submitted to the Township of Upper Deerfield will include additional information in the Supplementary Schedules and Data and in the Schedules of Expenditures of Federal and State Awards that will be subjected to the auditing procedures applied in the auditor’s audit of the financial statements. In addition, the auditor will assist the Township of Upper Deerfield in prepared the following information that will not be subjected to the auditing procedures applied in the auditor’s audit of the financial statements:
- a. Assistance in the preparation of the 2017 Local Municipal Budget and the 2017 Local Utilities Budget from information provided to the auditor by the officials of the Township of Upper Deerfield;
 - b. Preparation of the 2016 annual (unaudited) Financial Statement utilizing the post-closing trial balances and analyses prepared by the Chief Financial Officer of the Township of Upper Deerfield; and
 - c. Preparation of the Annual Debt Statement.

The objective of the audit is the expression of an opinion as to whether the

Township's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principals and to report on the fairness of the additional information referred to in the above paragraphs when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- (i) Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, non-compliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*; and
- (ii) Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996, OMB

Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, New Jersey OMB Circular 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

The report on internal control and compliance each will include a statement that the report is intended for the information and use of the governing body, management, specific legislative or regulatory bodies, federal awarding agencies, and, if applicable, pass-through entities and is not intended to be and should not be used for or by anyone other than these specified parties.

The audit will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133 and the provisions of OMB 04-04, and will include tests of accounting records, a determination of major programs in accordance with Circulars A-133 and 04-04, and other procedures the auditor considers necessary to enable the auditor to express such an opinion and to render the required reports. If the opinion of the auditor on the financial statement or the Single Audit compliance opinion is other than unqualified, the auditor will fully discuss the reasons with the Township of Upper Deerfield in advance. If, for any reason, the auditor is unable to complete the audit or is unable to form or cannot form an opinion, the auditor may decline to express an opinion or to issue a report as a result of the engagement with the Township of Upper Deerfield.

The contractor shall possess all required State of New Jersey licenses or certifications.

The resumes or *curricula vitae* of all individuals who will perform services under the contract on behalf of the Township of Upper Deerfield shall be submitted with the prospective contractor's proposal.

The prospective contractor's proposal shall clearly set forth the proposed financial compensation to be paid to the contractor under the contract.

A proposed contract may be submitted with the contractor's proposal.

V. Selection Process & Award of Contract. Upon receipt of qualifications and proposals, the Township Clerk will transmit copies of each proposal to a review committee that consists of members of the Township Committee. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Minimum of ten years municipal audit experience and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the Township of Upper Deerfield, issues that are unique to Upper Deerfield and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township of Upper Deerfield or its various departments;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the Township of Upper Deerfield.
- f. Any professional certifications possessed by the contractor;
- g. Certification of no ethical complaints or malpractice within the last five years. If a complaint was filed, provide a detailed explanation of each such complaint;
- h. A certificate of professional liability insurance coverage with limits of not less than five hundred thousand dollars per person, per occurrence.
- i. A certificate of general liability insurance coverage with limits of not less than five hundred thousand dollars per occurrence.
- j. A certificate of Workers' Compensation Coverage with statutory limits

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Township Committee which may award the subject contract on or about January 5, 2017 by resolution.

VI. Obligation of Prospective Contractor. At the time of receipt of proposals, each prospective contractor will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of requests for qualifications and proposals that has been posted on the Township of Upper Deerfield website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any prospective contractor from any obligation with respect to the proposal submitted.

VII. Investigation of Qualifications. The Township of Upper Deerfield will make such investigations as it deems necessary to determine the responsibility of the prospective contractor and the prospective contractor shall furnish the Township of Upper Deerfield

all such information as may be requested by the Township of Upper Deerfield notwithstanding the fact that the release of such information to the Township of Upper Deerfield may result in the disqualification of the prospective contractor and the proposal submitted.

The Township of Upper Deerfield reserves the right to reject any proposal if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the Township of Upper Deerfield that such prospective contractor properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.

VIII. Signing of Proposal Documentation. The qualification and proposal documentation that is submitted by the prospective contractor shall be signed by the individual or on behalf of the entity to be bound by the contract.

IX. New Jersey Business Registration Certificate. Business organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Prospective contractors submitting proposals shall submit a copy of their business registration certificate to the Township of Upper Deerfield at the time that the proposal is submitted to the Township. See N.J.S.A. 52:32-44b (1). Failure to comply with this paragraph shall result in disqualification of the prospective contractor.

X. Miscellaneous.

- a. Nothing herein shall be construed as an obligation on the part of the Township of Upper Deerfield to award the subject contract under the fair and open procedures described above and the Township of Upper Deerfield, after review of qualifications and proposals that have been submitted, if deemed to be in the best interests of the Township of Upper Deerfield, specifically reserves the right to award the subject contract by utilizing the non-fair and open procedures that are set forth at N.J.S.A. 19:44A-20.5, *et. seq.*
- b. All contracts awarded by the Township of Upper Deerfield shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
- c. If awarded a contract, you or your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27 (EEO in public contracts).
- d. For additional information contact: Roy Spoltore, Township Clerk/Administrator, Upper Deerfield Municipal Building, 1325 Highway 77, Seabrook, New Jersey, 08302, 856-451-3811.