

**BOROUGH OF HADDONFIELD
CAMDEN COUNTY
NEW JERSEY**

**MUNICIPAL AUDITOR
REQUEST FOR PROPOSAL**

Project Name: MUNICIPAL AUDITOR

Date Packet Available: June 13, 2008

RFP Due By: July 9, 2008, 3:00 P.M.

RFP Submitted By: _____

NOTICE TO RESPONDENTS

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Borough of Haddonfield to obtain Municipal Auditor services as described herein for the Borough of Haddonfield. Individuals or firms responding to this Request for Proposal should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

The RFP package for this service is available on the Borough web site and in Room 101 of Municipal Hall, Borough of Haddonfield, 242 Kings Highway East, Haddonfield, NJ, 08033 during regular business hours (8:30 am to 4:30 pm.).

Interested respondents shall submit one (1) original and four (4) copies of their proposal of which one must be unbound for further copying (if necessary).

The Borough requires that the RFP response be submitted by July 9, 2008 prior to 3:00 pm. There will be a public reading of the names and prices of the respective proposals at 3:00 pm on July 9, 2008 in Room 102 of the Municipal Hall.

MUNICIPAL AUDITOR

Section 1 - GENERAL CRITERIA: The Borough of Haddonfield desires to appoint a firm or firms to provide Municipal Auditing services in accordance with N.J.S.A. 40A:5-4 to the Borough. Applicants should demonstrate knowledge with municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Borough of Haddonfield should be addressed.

Section 2 - FAIR AND OPEN PROCESS: The selection of a qualified respondent is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in this RFP which will be applied in the same manner to each proposal received.

Section 3 - SERVICES TO BE PROVIDED:

1. Conduct and annual audit of the books and records for the Borough for the Calendar Year ending Dec. 31, 2008.
2. Prepare the Annual Financial Statement for Calendar Year ending Dec. 31, 2008
3. Prepare the Annual Debt Statement for Calendar Year ending Dec. 31, 2008.
4. Assist in the preparation of the Annual Budget for Calendar Year 2009.
5. Assist in the preparation of an Official Statement for the issuance of debt is necessary.
6. Provide advice on any and all financial dealings as needed.

Section 4 - MANDATORY MINIMUM REQUIREMENTS: The proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and requirements set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

The Borough reserves the right to hold oral discussions with individuals and/or firms of their choice for clarification of their proposal. The Borough further reserves the right to request additional information.

1. Evidence of licensure to practice as a Registered Municipal Accountant.
2. Must have a minimum of ten (10) years experience in providing auditing services to municipalities within the State of New Jersey.
3. Description of the staff employed by the firm including partners, managers, and other staff including numbers employed for each category. Include number of Registered Municipal Accountants and Certified Public Accountants.
4. Addresses of offices located in close proximity to Haddonfield.
5. Provide resumes of partners and managers in the firm expected to act on this assignment.
6. Respondents must demonstrate a proven record of advisory services to municipalities of similar size and complexity to Haddonfield. Include a list of clients in our area where similar services are being provided. Include a contact name, position and phone number.
7. Amount of Professional Liability Insurance coverage maintained.
8. Must describe any special services available to municipal clients.
9. Description of any other factors the proposing party believes is relevant to its ability to provide the Borough with superior service.

Section 5 - COST PROPOSAL: Respondent must include one or the other of the following:

1. A list of applicable hourly rates associated with the personnel who would provide the type of work listed in "Section 3 – Services to be Provided" portion of this RFP.
 - a. Respondent should provide total cost calculation for services applying the above listed hourly rates.
2. If the Respondent works on a proposal basis then cost associated with each of the listed services in "Section 3 – Services to be Provided" portion of this RFP.

Section 6 - NUMBER OF COPIES: Respondent must provide one signed original and at least four copies of their Proposal of which one must be unbound (for photocopying purposes).

Section 7 - SUBMISSION DEADLINE: Proposals must be received in a sealed envelope designating "Municipal Auditor RFP" by the Borough no later than 3:00 pm prevailing time on July 9, 2008 and must be mailed or hand-delivered to Room 101 of Municipal Hall, Borough of Haddonfield, 242 Kings Highway East, Haddonfield, NJ, 08033. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk or her representative.

Section 8 - INSURANCE AND INDEMNIFICATION:

The Respondent awarded the contract must assume all risks connected with this work. The Respondent awarded the contract shall comply with all State Laws and Regulations concerning Worker's Compensation and shall maintain such insurance as will protect the Respondent against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work done under this Contract, either by the Respondent awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The Respondent awarded the contract shall not commence work under this Contract until all insurance required by this section has been obtained and such insurance has been approved by the Borough of Haddonfield, nor shall the Respondent allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained and approved. The Respondent's insurance shall apply to and provide coverage for all subcontractors and/or suppliers unless the Respondent forwards to the Borough the Certificate of Insurance for the subcontractor and/or supplier. Insurance coverage shall remain in effect until all work under the Contract has been accepted by the Borough and at all times thereafter when the Respondent may be replacing defective work.

The Respondent awarded the contract shall furnish the Borough with proof of insurance by providing a Certificate of Insurance from the authorized agent. The Borough of Haddonfield shall be named as an additional insured. The Respondent awarded the contract shall give the Borough 30 days written notice of any material change in, cancellation of, or expiration of the policies. Any insurance company providing coverage must be authorized to do business in the State of New Jersey.

The following insurance is required:

Professional Liability – Minimum of \$1,000,000 errors and omissions per occurrence

General Liability – Minimum of \$1,000,000 per occurrence based upon the specific work and values involved. The Borough shall be named as additional insured with respect to general liability.

Worker’s Compensation and Employer’s Liability – Statutory

Section 9 - INDEMNIFICATION: The selected individual or firm shall defend, indemnify and hold harmless the Borough of Haddonfield, its officers agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual or firm’s acts or provisions under this proposal.

Section 10 - EVALUATION: The Borough’s objective in soliciting proposals is to enable it to select a respondent that will provide high quality and cost effective services to the citizens of Haddonfield. The Borough will consider proposals only from Respondents that, in the Borough’s sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in the RFP.

Proposals will be evaluated by the Borough on the basis of which is the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of NJ municipal operations; and
3. Cost Proposal; and
5. Responsiveness to the needs of the Borough; and
5. Other factors demonstrated to be in the best interest of the Borough.

The following questions will be used to assist in the evaluation:

1. Technical Criteria:
 - A. Does the Respondent’s proposal demonstrate a clear understanding of the scope of work and related objectives?
 - B. Is the proposal complete and responsive to the specific RFP requirements?
2. Management Criteria:
 - A. History and experience in performing the work:
 1. Does the Respondent document a record of reliability of timely delivery and on-time and on-budget implementation?
 2. Does the Respondent demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
 3. Does the Respondent have a record of moral integrity?

B. Availability of personnel, facilities, equipment and other resources:

1. Is the available resources of the respondent sufficient to meet the needs of the Borough?
2. To what extent does the respondent rely on in-house resources vs. contracted resources?
3. Is the availability of in-house and contract resources documented?

C. Qualifications and experience of personnel:

1. Has the necessary qualified Registered Municipal Accountant on staff?

3. Cost Criteria:

A. Cost of goods to be provided or services to be performed:

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 or documented?

The Borough shall not be obligated to explain the results of the evaluation process to any Respondent.