

# REQUEST FOR PROPOSALS PROFESSIONAL SERVICES

## Township Auditor

The Township of Lopatcong is seeking sealed proposals for its Township Auditor. All proposals are to be returned to Beth Dilts, Purchasing Agent, Township of Lopatcong, Lopatcong Township Municipal Building, 232 South Third Street, Phillipsburg, New Jersey 08865. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: "RFP – Township Auditor". All proposals are due on or before Friday, December 10, 2021 at 4:00 pm. The Township Council will be the sole discretionary body for consideration or rejection of the proposals. This contract shall be awarded based on most advantageous price and other factors including but not limited to experience, education and special accreditations. This service is exempt from formal bidding in accordance with N.J.S.A. 40A:11-5a.

All appointments to provide professional services shall be in the name of an individual authorized or licensed to practice said profession or service. The name of a company or firm may follow the name of the individual.

### **Submissions**

Applicant shall provide two complete proposal packages. Each submission to be considered shall comply with the criteria set forth herein:

1. Should the applicant be a professional requiring licensure in the State of New Jersey, said applicant shall be licensed for a period of not less than five years. A copy of the license shall be included with your proposal.
2. The applicant should submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
3. The applicant shall submit a resume and/or cover letter, which shall set forth information, including, but not limited to, the following (as applicable to an individual professional and business entity):
  - a. Full name of applicant and business address,
  - b. A listing of all post high school education of the applicant,
  - c. Dates of licensure in the State of New Jersey and any other state,
  - d. A listing of any professional affiliations or memberships in any professional, societies or organizations, with an indication as to any offices held therein,
  - e. The number of licensed professionals employed by/affiliated with

- the business entity which employs the applicant,
- f. A listing of all special accreditations held by the individual licensed professional or business entity which employees the applicant,
  - g. A listing of all previous public entities served by the licensed professional.

4. The applicant shall provide a fee schedule including hourly rates. All other rates or fees requested to be considered shall be submitted with the proposal.

5. Proof of insurance coverage should be provided with the proposal.

6. Applicant shall provide an executed Pay to Play Affidavit Stockholders Disclosure with their proposal.

7. The applicant MUST label the exterior of the package with “RFP Township Auditor”

### **Lopatcong Township Pay to Play Requirements**

Entities submitting a proposal are required to comply with N.J.S.A. 19:44A-20.26 (P.L. 2005, c.271, s2).

If bidder is a corporation or partnership, there must accompany its bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10%) percent, or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein. If one or more stockholders or partnership, the stockholders holding ten (10%) percent or more of that corporation's stock, or the individual partner owning ten (10%) percent, or greater interest in that partnership, must be set forth as aforesaid.

### **Term of Contract**

The term of this contract shall be one year from the date of appointment or until a successor is appointed. Continuation of the terms of this contract beyond the fiscal year is contingent upon availability of funds in the following year's budget. This contract is being issued pursuant to a fair and open process in accordance with N.J.S.A 19:44A-20.5 et seq.

### **Contract Required Documentation:**

- Rate schedule in accordance with proposal and award;

- Proof of professional liability and errors/ omissions insurance coverage having a minimum limit of one million dollars pre occurrence naming the Township of Lopatcong as an additional insured and/or certificate holder;
- Proof that you are authorized or licensed to practice the particular profession to which you were appointed; and Certificate of Good Standing when applicable;
- ONE of the following three documents prior to execution of your contract:
  1. Letter of Federal Affirmative Action Plan Approval
  2. Certificate of Employee Information Report
  3. Employee Information Report Form AA302
- New Jersey Business Registration Certificate

**Mandatory Affirmative Action Language P.L. 1975 c.127 (N.J.A.C.17:27)**

During the performance of this contract, the contractor agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 in accordance with attached Exhibit A.

Each contractor shall submit to the Township after notification of award but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a Federally approved or sanctioned affirmative action program; or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.3; or
3. A photocopy of an Employee Report (Form AA302) completed by the contractor in accordance with N.J.A.C. 17:27-4.3 (goods service professional contracts).

**New Jersey Business Registration Requirements**

In accordance with P.L. 2004 c.57. bidder should provide with their Signed contract, a Business Registration Certificate issued by the State of New Jersey. A Business Registration Certificate in no longer required at the time of bid submission.

**Proposal Evaluation**

Proposals will be evaluated by the Township based upon the following

criteria:

- Experience and Reputation in the field.
- Education and/or special accreditations in the field.
- Availability of sufficient personnel and other resources to provide the service
- Compensation proposal
- Other factors which may be in the best interest of the Township.

### **Disclosure of Contributions**

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

