

TOWNSHIP OF OCEAN REQUEST FOR PROPOSALS

ACCOUNTING AND AUDITING SERVICES FOR THE TOWNSHIP OF OCEAN, MONMOUTH COUNTY

The Township of Ocean is requesting proposals for Accounting and Auditing Services pertaining to the annual audit of the Township's records, Annual Financial Statements and Annual Debt Statement preparation, and other miscellaneous accounting services and special projects as they occur. The request is being solicited through the "non-fair and open" process in accordance with N.J.S.A. 19:44A-20

Proposals will be evaluated by the Township of Ocean on the basis of the following:

1. Price
2. Professional experience and history in the performance of auditing in the field of Governmental Accounting in the State of New Jersey.
3. Expertise and stability of vendor's management and staff.
4. Familiarity with Ocean Township's Financial Condition
5. Availability of staff to accommodate any required meetings and provides guidance on accounting issues in a timely manner.
6. Other unique factors presented in the request for proposal deemed in the best interest of the Township of Ocean

Proposals must be submitted to Andrew G. Brannen, Township Manager, Township of Ocean, 399 Monmouth Road, Oakhurst, NJ 07755 **not later than 12:00 noon on December 15, 2009.**

Kindly direct all questions to Stephen O. Gallagher, Director of Finance at 732-531-5000 x 330.

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NOTE: WHEN SUBMITTING THE PROPOSAL, YOU MUST RETURN THE COMPLETE PACKET.

Accounting and Auditing Services Request for Proposal

1. Specific Accounting and Auditing Services (see footnotes on next page):

- a. Preparation of the 2010 Annual Audit of the Current, Trust, General Capital, Public Assistance, and Payroll Funds including the Single Audit procedures and exhibits:

\$ _____

- b. 1. Preparation of the 2010 Annual Financial Statements (AFS).

\$ _____

2. Review of the 2010 Annual Financial Statements (AFS) – If CFO prepares it.

\$ _____

- c. 1. Preparation of the 2010 Annual Debt Statement (ADS).

\$ _____

2. Review of the 2010 Annual Debt Statement (ADS) – If CFO prepares it.

\$ _____

- d. Preparation of the 2010 Tax Verification Notices as required by Standard Auditing Procedures.

\$ _____

- e. Preparation of the 2010 State Budget Document (see footnote on second page).

\$ _____

2. Miscellaneous Accounting and Auditing Services:

- a. Schedule of Billable Hourly Fees for Staff Personnel:

Description	Hourly Rate
Senior Partner	
Junior Partner	
Managing Accountant	
Senior Accountant	
Staff Accountant	
Junior Accountant	
Other: _____	

b. Other Miscellaneous Fees and Charges

Description	Rate

Footnotes:

- a. Copy of 2008 audit on CD is attached for your reference.
- b. The Township of Ocean utilizes Edmunds Tax, Finance, Escrow, Contract, and Purchase Requisition software for the maintenance of financial records for all funds. All funds have a working general ledger and all bank reconciliations tie to general ledger balances.
- c. The Township utilizes the Flexible Chart of Accounts for all General Ledger, Revenue and Appropriation accounts.
- d. All Bank Reconciliations are prepared immediately after receipt of bank statement and are up to date.
- e. Year end closing procedures are completed and reports are typically available for financial statements by the 4th week of January for preparation of the AFS. General Capital and State and Federal grants are available by the 2nd or 3rd week of January for preparation of the ADS.
- f. The Annual Debt Statement, Annual Financial Statements and the Annual Audit are submitted to the State on or before statutory deadlines.
- g. The Township staff is very cooperative with the auditor and provides all requested documentation in a very timely fashion.
- h. Budget preparation is done by the Township Manager assisted by the CFO and a detailed line item budget is submitted to the auditor. The auditor’s role in the budget process is to review the submitted budget for compliance with New Jersey Statutes and Division of Local Government Services requirements and verify the calculations for reserve for uncollected taxes, delinquent tax receipts and provides guidance on the CAP calculation. The auditor then prepares the State Budget Document from the information provided.

In addition, the Capital Plan, the Capital Plan Narrative, the Budget Narrative and the Accrued Leave Liability information is also prepared by the Township and submitted to the auditor for incorporation into the preparation of the State Budget Document.

The budget is typically introduced in March and adopted in April. The Auditor also prepares the budget amendment resolution if required for any changes from the introduced budget to the budget for adoption. The auditor is also requested to attend the public hearing for budget adoption.

OWNERSHIP STATEMENT COMPLIANCE

NOTICE FOR CORPORATIONS AND PARTNERSHIPS

Chapter 33 of the Public Laws of 1977 (NJSA 52:25-24.2 et seq.) provides that no Corporation or Partnership shall be awarded any contract by the State, County, Municipal or School District, or any subsidiary or agency thereof, unless prior to the receipt of the bid corporation or partnership, there is submitted to the public contracting unit a statement setting forth the names and address of all individuals who own ten percent (10%) or more of the stock or interest in the corporation or partnership.

STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT

Please check the appropriate paragraph:

() I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

() I certify that no stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

BIDDER IS: (CHECK ONE)

____ PARTNERSHIP ____ LIMITED PARTNERSHIPS ____ LIMITED LIABILITY PARTNERSHIP
____ CORPORATION ____ LIMITED LIABILITY CORPORATIONS ____ SUBCHAPTER S CORPORATION
____ JOINT VENTURE ____ SOLE PROPRIETORSHIP

STOCKHOLDERS:

NAME: _____ NAME: _____

HOME ADDRESS: _____ HOME ADDRESS: _____

NAME: _____ NAME: _____

HOME ADDRESS: _____ HOME ADDRESS: _____

THIS STATEMENT SHALL BE INCLUDED WITH REQUEST FOR PROPOSAL SUBMISSION

Subscribed and Sworn to before me

this _____ day of _____, 200_____

State of _____ County of _____

(Name of Business)

(Affiliate)

Notary Public/Seal/Commission expires on _____

(Corporate Seal)

EXHIBIT A

MANDATORY EQUAL OPPORTUNITY EMPLOYMENT LANGUAGE

(N.J.S.A. 10.5-31 et seq.)

(N.J.A.C. 17:27)

GOODS, SERVICES AND PROFESSIONAL CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees or applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L.1975, c. 127, as amended and supplemented from time to time and with the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2; promulgated by the Treasurer pursuant to P.L.1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Div. of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the

Treasurer pursuant to P.L.1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)**.

X _____

PROCUREMENT AND SERVICE CONTRACTS
LANGUAGE "A"

In the event that you or your firm is awarded this contract, our office, upon award, will send the necessary additional forms. These should be submitted within seven (7) working days of notification. (Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., codified at N.J.A.C. 17:27-1.1 et seq.)

1. Does this contract have the potential of having a dollar value of \$17,500 or more?

Yes *(If yes, complete #2)*

No *(If no, no further documentation is required)*

2. Does your company have a Federal Affirmative Action Plan Approval Letter?

Yes *(If yes, submit a Photostat copy)*

No *(If no, complete "A" below)*

A. Does your company have a Certificate of Employee Information Report?

Yes *(If yes, submit a Photostat copy)*

No *(If no, complete "B" below)*

B. If you do not have either of the above-mentioned documents, an Affirmative Action Employee Information Report form (AA-302) will be returned to you for your completion.

3. Each contract over \$17,500 must also contain Language "A".

4. Are you a minority-owned business?

Yes No

All successful vendors must submit one of the following forms of evidence:

1. Letter of Federal Approval OR 2. Certificate of Employee Information Report.

I certify that the above information is correct to the best of my knowledge.

Name: _____ Title: _____

Signature: _____ Date: _____

Special Note: This questionnaire must be completed, signed and returned
with your contract or bid proposal.

AN EQUAL OPPORTUNITY EMPLOYER

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
) ss:
COUNTY OF)

I, _____ of the Municipality of _____
(Print Name)

in the County of _____ and the State of _____ am of full
age, being duly sworn according to law on my oath depose and say that:

I, am _____ of the firm of _____
(Print Title) (Print Name of Firm)

the individual making the Proposal for the above named Project, and that I executed the said Proposal with full authority to do so: That said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and further agree that I will not so participate in any collusion violate the terms of the specifications, and, in particular, paragraph II E 1, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Ocean relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contact upon and agreement or understanding for a commission, percentage, brokerage or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by:

(Name of Contractor) (N.J.S.A. 52:34-15)

Witness
Subscribed and Sworn to before me
this ___ day of _____, 200___
State of _____
County of _____

Authorized Signature

(Print Name and Title)

(SEAL)

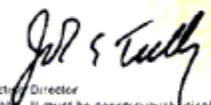
Signature of Notary Public
My Commission Expires on _____
(SEAL)

"Business Registration Certificate"
(C.57,Laws2004-S1778)

Pursuant to P.L. 2004, C.57 all Bidders are required to submit a Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue, which will establish that the Bidder is Registered Pursuant to the Business Registration Act.

(NOTE: required for both Contractor & Sub-contractor)

SAMPLE

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	 Acting Director
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)		
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

Bidder to attach a copy of Business Registration Certificate

