

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY
COUNTY OF UNION**

PUBLIC NOTICE

**Ms. Patricia Donahue
Township Clerk
Phone: 908-709-7210
Fax: 908-276-4859
E-mail: p-donahue@cranfordnj.org**

**NOTICE OF
REQUEST FOR PROPOSALS FOR
Auditing Services**

The Township of Cranford is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Beginning on Thursday, October 21, 2021, submission packages may be obtained at the Township Clerk's Office, (908) 709-7210, during regular business hours, 8:30 A.M. to 4:00 p.m., Monday through Friday, excluding holidays, or by downloading the documents on the Township's website: <https://www.cranfordnj.org/bids>. **Registration on the Township's website is required.**

Sealed Request for Proposals (RFP's) responses shall contain: one original; one hard copy and one digital copy (i.e., USB stick or thumb drive) of the submission. Such RFP responses should be enclosed in an opaque sealed envelope, plainly marked, "**Auditing Services**" and shall show the name and address of the bidder. RFP's may be hand delivered to the Clerk's Office in the Township Building or may be forwarded by personal service, certified mail, U.S. Post and other mail delivery services. The sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope properly addressed as follows:

Patricia Donahue,
c/o November 10th RFP Opening – **Auditing Services**
Township Clerk
Township of Cranford
Municipal Building
8 Springfield Avenue
Cranford, NJ 07016

Notice is hereby given that sealed RFP responses will be received by the Township Clerk of the Township of Cranford, County of Union, State of New Jersey, at the Municipal Building, located at 8 Springfield Avenue, 2nd Floor, Cranford, New Jersey, 07016, **on Wednesday, November 10th, 2021, at 10:00 a.m.** or as soon thereafter as the matter may be heard, and publicly opened with the contents of same publicly announced for 2022 Auditing Services.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. A copy of a New Jersey Business Registration Certificate shall be included with the RFQP.

By order of the Township Committee:
Kathleen Prunty, Mayor
Jamie Cryan, Township Administrator
Patricia Donahue, Township Clerk

TOWNSHIP OF CRANFORD

REQUEST FOR PROPOSALS FOR AUDITING/CONSULTANT SERVICES

TOWNSHIP OF CRANFORD

Contract Term

January 1, 2022 through December 31, 2022

SUBMISSION DEADLINE

**10:00 A.M.
NOVEMBER 10TH, 2021**

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

TOWNSHIP OF CRANFORD
8 SPRINGFIELD AVENUE
CRANFORD, NEW JERSEY 07016

CONTACT PERSON

LAVONA PATTERSON
908 709-7250

PURPOSE OF REQUEST

The Township of Cranford is requesting proposals from qualified individuals and firms to provide Auditing/Consultant services of a specialized nature to the Township. Proposals will be evaluated in accordance with the criteria set forth in this Request for Proposals. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

January 1, 2022 through December 31, 2022

CONTRACT FORM

The successful proposer shall be required to execute the Township's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft Township form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and materials furnished under this Contract.

DETAILED REQUIREMENTS OF THE REQUEST FOR PROPOSALS FOR AUDITING/CONSULTANT SERVICES

1. TOWNSHIP OF CRANFORD FACTS AND FIGURES – The Township of Cranford is a legal, governmental entity. The Township was incorporated in 1871 and operates under N.J.S.A. 40A:63-1 et seq., the Township form of government. The Township is governed by a Township Committee. The Township Committee sets policy, adopts the operating and capital budgets for the Township, enacts ordinances and sets the direction of how the Township of Cranford will provide government services. The Township Administrator carries out the policies adopted by the Governing Body.

The Township's population is approximately 23,600 and it consists of approximately 4.9 square miles of area. The Township provides a full range of municipal services.

The Township's operating budget is approximately \$39 million. The operating budget for the pool is approximately \$1,720,000 and the operating budget for the Special Improvement District is approximately \$175,000.

2. NATURE/ SCOPE OF SERVICES – The Township of Cranford is requesting proposals from qualified individuals and firms to provide Auditing/Consultant Services.

The Proposer will be required to conduct an audit of the individual funds and the account group of the Township of Cranford, New Jersey. The Proposer will be required to perform, but not be limited to, the following services:

1. Perform Annual Audit to include department and agencies pursuant to N.J.S.A. 40A:5-4;
2. Review the Annual Budget, Financial and Debt Statement prior to their filing/adoption consistent with statutory deadlines;
3. Perform audit of all Trust and Escrow Funds;
4. Respond to inquiries concerning financial and tax matters associated with the Township on an as needed basis;
5. Perform audit of Downtown Management Corporation which is part of Cranford's Special Improvement District (SID);

The audit must be done in accordance with U.S. generally accepted auditing standards and the standards applicable to financial statements contained in the Government Auditing Standards issued by the Comptroller General of the United States, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the provisions of U.S. Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" and State of New Jersey OMB Circular 04-04, "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid".

3. STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL - Proposers should submit a technical proposal that contains the following:

- A.** A certificate of insurance evidencing the respondent's Errors and Omissions Insurance with a limit of liability of an amount not less than \$2 million each claim and aggregate if respondent is a corporation or limited liability partnership; or no less than \$1,000,000.00 each claim and aggregate if respondent is an individual, sole-proprietor, or single-member limited liability company.
- B.** The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- C.** Proposer must have a minimum of ten (10) years experience as an auditor and a minimum of five (5) years experience servicing the Township of Cranford or other governmental entities;
- D.** The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;

The proposer must be both a Certified Public Accountant and a Registered Municipal Accountant;
- E.** A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Township may obtain references from any of the parties listed;
- F.** A description of all other areas of Auditing/Consultant services of the proposer, with emphasis on a description of those services of interest to a Municipal government client
- G.** A Statement that neither the firm nor any individuals assigned to this engagement are suspended, or otherwise prohibited from professional practice by any federal, state, or local agency
- H.** An Affirmative Action Statement (copy of form attached);
- I.** A completed Non-Collusion Affidavit (copy of form attached);
- J.** A completed Owner Disclosure Information form (copy of form attached);
- K.** A statement that the proposer will comply with the General Terms and Conditions required by the Township and enter into the Township's standard Professional Services Contract;
- L.** A copy of the proposer's W9 & Business Registration Certification; and
- M.** A completed Disclosure Statement.

4. **COST PROPOSAL** - Proposers should submit a cost proposal, including the hourly rates and total cost of “not to exceed” amount. The Township does not provide payment for reimbursement for travel expenses.

5. **PROPOSAL EVALUATION** – The Township will select the most advantageous proposals based on all of the evaluation factors set forth at the end of this Request for Proposals. The Township will make the award(s) that is in the best interest of the Township.

Each proposal must satisfy the objectives and requirements detailed in this Request for Proposals. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Township reserves the right to:

- a. Not select any of the proposals;
- b. Select only portions of a particular proposer’s proposal for further consideration; (However, proposers may specify portions of the proposal that they consider “bundled”.)
- c. Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal; every proposal should be valid through this time period.

The Township shall not be obligated to explain the results of the evaluation process to any proposer.

The Township may require proposers to demonstrate any services described in their proposal prior to award.

6. **PROPOSAL LIMITATIONS** – This Request for Proposals is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issuance of this Request for Proposal. The Township reserves the right at the Township’s sole discretion to refuse any proposal submitted.

7. **USE OF INFORMATION** - Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the Township to the proposer in connection with this Request for Proposals shall remain the property of the Township. When in tangible form, all copies of such information shall be returned to the Township upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Township or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this Request for Proposals, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

8. **GENERAL TERMS AND CONDITIONS**

- A. The Township reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township to do so.
- B. In case of failure by the successful proposer, the Township of Cranford may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.
- C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D. Each proposal must be signed by the person authorized to do so.
- E. The contract shall be in effect through December 31, 2022 unless otherwise stated.
- F. Proposers shall submit one (1) original copy with signatures, (1) hard copy, and one (1) portable document file (“pdf”) via non-returnable, pc compatible data storage (CD, flash drive) and may be hand delivered or mailed consistent with the provisions of the RFP procedures outlined herein. In the case of mailed proposals, the Township assumes no responsibility for Proposals received after the designated date and time and will return late Proposals unopened. Proposals will not be accepted by facsimile or e-mail. Proposals shall be in a sealed opaque envelope clearly marked “**Auditing Services**”. To be considered, proposals shall be delivered to or received by the Township Clerk no later than **10:00 AM on Wednesday, November 10th, 2021**. RFP’s may be hand delivered to the Clerk’s Office in the Township Building or may be forwarded by personal service, certified mail, U.S. Post and other mail delivery services. The sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope properly addressed as follows:

Patricia Donahue,
c/o November 10th RFP Opening – “**Auditing Services**”
Township Clerk
Township of Cranford
Municipal Building
8 Springfield Avenue
Cranford, NJ 07016
- G. Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. See attached exhibit A.
- H. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless in any case of any such infringement.

- I.** No proposer shall influence, or attempt to influence, or cause to be influenced, any township officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J.** No proposer shall cause or influence, or attempt to cause or influence, any Township officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- K.** Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Township Counsel's decision shall be final and conclusive.
- L.** The Township of Cranford shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- M.** The checklist, affidavits, notices and the like presented at the end of this Request for Proposals are a part of this Request for Proposals and shall be completed and submitted as part of this proposal.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

The contract shall be awarded based upon the following factors:

EVALUATION FACTORS

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned**
- B. Knowledge of the Township of Cranford and the subject matter to be addressed under this engagement**
- C. Relevance and Extent of Similar Engagements performed**
- D. Technical Proposal contains all required information**
- E. Reasonableness of Cost Proposal**

QUALIFICATION STATEMENT CHECKLIST

THIS CHECKLIST MUST BE COMPLETED, INITIALED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

INITIAL BELOW

- | | |
|--|-------|
| A. One (1) original and One (1) hard copy of a printed signed complete proposal | _____ |
| B. One (1) PDF file delivered on PC compatible data storage (CD, flash drive) | _____ |
| C. Non-Collusion Affidavit properly notarized | |
| D. Owners Disclosure Information Form, properly notarized, listing the names of all persons owning ten percent (10%) or more of the proposing entity | _____ |
| E. Authorized signatures on all forms | _____ |
| F. Business Registration Certificate(s) & W9 | _____ |
| G. Disclosure Statement | _____ |
| H. Affirmative Action Statement | _____ |

Note: N.J.S.A 52:32-44 provides that the Township shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors prior to the time a contract, Purchase Order or other contracting document is awarded or authorized. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS

Name of Proposer:

Firm or Corporation _____

Print Name _____

Signature _____ Title _____

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 Public Agency Compliance 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

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

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, 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.

In conforming with the targeted employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)

) ss:

COUNTY OF)

I, _____ of the City of _____

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

I am _____ of the firm of _____, the proposer making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; and 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 project; and that all statements contained in said Proposal and in this Affidavit are true and correct, and made with full knowledge that the State of New Jersey 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 contract upon an 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)

(Also type or print name of Affiant under signature)

Subscribed and sworn to before me this ____
day of _____, 2021

A Notary Public of

My Commission expires _____

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

NAME OF BUSINESS ENTITY

SIGNATURE

TITLE

Notary Public of

My Commission Expires: _____, 20____

DISCLOSURE STATEMENT
(To be submitted with proposal)

- (a) Is or was anyone in your firm or company a member of the Township governing body within the last calendar year or a member of his/her immediate family? If yes, then provide the name of the individual below and his/her relationship.

Yes _____

No _____

Name

Position

Relationship

- (b) Has any principal/partner of your firm been convicted of an indictable offense? If yes, then please provide further explanation and copies of any relative documents.

Yes _____

No _____

Name

Date

- (c) Has any individual who would provide service under this contract ever been sanctioned by the appropriate licensing board?

Yes _____

No _____

Name

Position

Term

Reason for censure:

- (d) Has the firm been found liable for professional malpractice in the last 5 years?

Yes _____

No _____

Reason for Action:

- (e) Has any member of your firm ever been barred from doing business with any state, township or municipal government? If yes, then please provide further written explanation including date and copies of relevant documentation.

Yes _____

No _____

Name

State, Township or Municipality
Government

Date

- (f) Has your firm sued the Township of Cranford in the past five (5) years? If yes, then please identify the matter/case and provide further written explanation including date and copies of relevant documents.

Yes _____

No _____

Name

Date

By _____

Title _____