

**City of Union City Request for Proposals From Individuals or Firms
Interested in Providing “Auditing and Accounting Services” for the
City of Union City For the Period July 1, 2014 through
June 30, 2015**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) for the provision of “audit and accounting Services for a contract period beginning on July 1, 2014 and ending on June 30, 2015. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful candidate must have significant experience in public sector accounting. The successful candidate will provide the City with consulting services related, but not necessarily limited to:

1. Making routine investigations, examinations, and accounting of books and financial records and prepares reports thereof;
2. Preparing accounting of varied financial transactions and records in accordance with regulations and accounting procedures;
3. Assigning and supervising the work of clerical employees;
5. Compiling financial and other statements and reports using basic data;
6. Periodic reviews of financial transactions and supplements these by field visits to verify accounting and fiscal practices;
7. Preparing detailed auditing and accounting reports containing findings, conclusions, and recommendations;
8. Maintaining essential accounting records and files;
9. Learning to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units; and
10. Any other thing necessary and proper for completion of your duties;
and
11. Making routine investigations, examinations and audits of books and financial records and prepares reports thereof;

12. Preparing audits of varied financial transactions and records in accordance with regulations and accounting procedures.
13. Any other matter as directed by the City.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

If awarded a contract, 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.

Professional Information and Qualifications

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which auditors will be assigned to work with the City;
3. Areas of Practice;
4. Description of accountant's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
5. Experience related to public sector accounting;
6. At least four (4) references, three (3) of which must have knowledge of your service to a public entity;
7. Examples of your record of success servicing public entities;
8. The auditor's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
9. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and
10. Statement of corporate ownership (c.52:25-24.2).

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

Submission Requirements

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on June 10, 2014. The RFP must be received no later than 11:00 a.m. on June 10, 2014 by:

Dominick Cantatore, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" paper.