

**Union City Redevelopment Agency ("UCRA") Request
for Proposals From Individuals or Firms Interested in
Providing "Financial Consulting/Bookkeeping Services"
for the UCRA for the Period February 18, 2014 through
December 31, 2014**

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the UCRA seeks Requests for Proposals ("RFPs") for the provision of "Financial Consulting/Bookkeeping Services" for a contract period beginning on February 18, 2014 and ending December 31, 2014. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 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 auditing. Further, the successful candidate shall be licensed as a Registered Municipal Accountant. The successful candidate will provide the UCRA with consulting services related, but not necessarily limited to:

1. Making inspections of varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed;
2. To provide a minimum of one bookkeeper/clerical employee on a part time basis with costs not to exceed \$45.00 per hour for up to 8 hours per month, reconciling checking accounts and preparing statements, as determined by the Executive Director.
3. Reviewing and recording expense invoices, and preparing reports of costs and other financial summaries and statements, maintaining the General Ledger and all books of account, and certifying the availability of funds for disbursement, reconciling checking accounts and preparing checks from those accounts;
4. Compiling financial and other statements and reports using basic data;
5. Maintaining essential financial records and files in accordance with sound financial recordkeeping practices and as required to comply with grant funding for the New Jersey Schools Development Authority and all state recordkeeping requirements for public agencies; assisting UCRA in the preparation of the Annual Budget, as well as assisting UCRA's retained auditor by providing financial information as necessary;
6. Learning to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units; and
7. Any other thing necessary and proper for completion of your duties; and

8. Any other matter as directed by the UCRA.

Professional Information, Qualifications and Proposals

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 personnel will be assigned to work with the UCRA;
3. Areas of Practice;
4. Description of candidate's education, experience, qualifications, number of years with the firm and a description of candidate's experience with projects similar to those described above;
5. Experience related to public sector bookkeeping, accounting, or auditing;
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 candidate'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. Any other information which the interested firm deems relevant.
11. 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: Experience must include prior audits of and work with Redevelopment Agencies and experience with the reporting requirements / record keeping requirements of the New Jersey Schools Development Authority;

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 RFP submissions will be publicly opened at **11:00 a.m. on February 11, 2014**, by the Municipal Clerk of the City of Union City or her/his designee in his office at City Hall, 3715 Palisades Avenue, Union City. Sealed submissions must be received by no later than the above stated time and date by:

Laura Miller, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087
(201) 348-5731

Please submit one original and three (3) copies of the RFP. Use white 8 ½"x11" paper and mark clearly, on the outside of the envelope: "Response to Request for Proposals-Financial Consulting/Bookkeeping Services-Union City Redevelopment Agency-Public Open" on **February 11, 2014**.