

**City of Union City Request for Proposals From Individuals or  
Firms Interested in Providing "Accounting Services" for the Union  
City Rent Stabilization Board 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 Requests for Proposals ("RFP") for the provision of "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 NJAC. 17:27 et seq. as amended. (Affirmative Action). The successful candidate will provide the Union City Rent Stabilization Board with consulting services related, but not necessarily limited to:

1. Making routine investigations, examinations, and accounting services for various applications before the Rent Stabilization Board;
2. Compiling financial reports using basic data for applications before the Rent Stabilization Board;
3. Preparing detailed accounting reports containing findings, conclusions, and recommendations;
4. Maintaining essential accounting records and files of applications before the Rent Stabilization Board;
5. Any other matter as directed by the Union City Rent Stabilization Board.

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.*

**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 accountants will be assigned to work with the Board;
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 accountant'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;
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.