

NOTICE
BOROUGH OF MANTOLOKING
REQUEST FOR PROPOSALS
BOROUGH AUDITOR
RFP-12-01

NOTICE IS HEREBY GIVEN that the Borough of Mantoloking, Ocean County, New Jersey ("Borough") hereby requests the submission of proposals for 2012 Municipal auditing services.

Proposal requirements and other information may be obtained at the Municipal Clerk/Purchasing Agent Office, Mantoloking Borough Hall, 202 Downer Avenue, Mantoloking, New Jersey 08738, or at www.mantoloking.org.

Applicants shall submit original sealed proposals, in triplicate, to the Municipal Clerk, 202 Downer Avenue, P. O. Box 247, Mantoloking, New Jersey 08738 no later than Tuesday, February 7, 2012, at 12:00 p.m.

Proposers are required to comply with the requirements of P.L. 1975, C.127 (N.J.A.C. 17:27, et. seq.).

E-mail: boroclerk@mantoloking.org

ATTEST:

Irene H. Ryan
Municipal Clerk/Purchasing Agent

BOROUGH OF MANTOLOKING

REQUEST FOR PROPOSALS

BOROUGH AUDITOR

2012

NOTICE IS HEREBY GIVEN, to all applicants for submission of qualifications for the position of Municipal Auditor, which will be evaluated by the Borough Council in considering the award of a Contract.

Applicants shall submit a comprehensive resume and letter of application for the position of Municipal Auditor, together with supporting documentation that shall include, at a MINIMUM, the following:

- (a) full name and business address;
- (b) any professional licenses held by the applicant in the State of New Jersey, and any other State, including a "Certificate of Good Standing" or other documents evidencing that the license is not presently suspended or revoked;
- (c) list any professional affiliations or membership in any professional societies or organizations including any offices or honors held;
- (d) profile all of the licensed accounting/auditing professionals employed by, or associated with, the Applicant;
- (e) list all undergraduate and/or graduate degrees held by the applicant and any associated professionals in the business entity;
- (f) provide the name and municipal auditing qualifications of the individuals who will perform the tasks and their experience in municipal auditing;
- (g) fully describe the Applicant's ability to perform all scheduled tasks in a timely fashion;
- (h) list all municipalities for whom the Applicant has had a contractual Municipal auditing relationship either currently or previously, including the dates of service;

- (i) provide references in general and in particular from entities where the Applicant has provided municipal auditing services;
- (j) provide a copy of the Applicant's 2012 Rate Schedule, including employees and associates;
- (k) provide Business Entity Disclosure Certificate for non-fair and open Contracts, N.J.S.A. 19:44A-20.8;
- (l) provide a copy of the Mandatory Affirmative Action Language and a copy of your Certificate of Employee Information Report;
- (m) provide proof of existing insurance coverage: worker's compensation, general and automobile liability and professional malpractice;
- (n) provide pro forma proposed engagement letter/agreement.

Submit three (3) copies of all materials in a sealed envelope with the name of the professional service and the word "CONFIDENTIAL" clearly marked on the outside of the envelope and addressed to: Borough Clerk's Office, Borough of Mantoloking, 202 Downer Avenue,. P. O. Box 247, Mantoloking, New Jersey 08738, to be received on or before 12:00 p.m. on Tuesday, February 7, 2012.

The governing body shall award a Professional Services Contract to the firm which best meets the needs and interest of the Borough.

Any Professional Services Contract awarded will be subject to additional terms and conditions and all other applicable laws including, but not limited to Local Public Contracts Law.