

## **BOROUGH OF FRANKLIN**

### **REQUEST FOR PROPOSAL FOR BOROUGH AUDITOR**

#### **A. INTRODUCTION**

The Borough of Franklin is seeking proposals to contract an auditor to perform municipal auditing services for the Borough of Franklin.

This appointment will be a one year professional appointment for calendar year 2018.

Successful applicants will be required to comply with requirements of Equal Employment Opportunity, N.J.S.A. 10:5-31; N.J.S.A. 52:32-44, et. seq., New Jersey Business Registration; N.J.A.C. 17:27 Affirmative Action; 42 U.S.C. 121 01 et. seq., Americans with Disabilities Act; and Business Entity Disclosure Certification.

#### **B. SCOPE OF WORK**

1. Conduct an annual audit of the books and records in conformity with the accounting practices prescribed or permitted by the NJ Department of Community Affairs, Division of Local Government Services (DLGS) for the Borough of Franklin for the Calendar Year ending December 31, 2018. This audit will be for all Borough funds.
2. Prepare the Annual Financial Statement for Calendar Year ending December 31, 2018.
3. Review the Annual Debt Statement for Calendar Year ending December 31, 2018.
4. Assist in the preparation of the Annual Budget for Calendar Year 2018.
5. Assist in the preparation of an Official Statement for issuance of debt if required.
6. Provide advice on any and all financial dealings as needed.

#### **C. MINIMUM REQUIREMENTS**

1. Five years of experience in Municipal Auditing in New Jersey.

2. A list of five (3) professional references for auditing work including at least three (3) NJ municipalities.

#### **D. INSTRUCTIONS**

Include a single page summary to include the following:

- References
- Hourly costs
- Areas of specialties

A proposal should include a cover letter and resume outlining firm's candidates, credentials and experience and a completed "RFP Cost Form."

All proposals must be in a sealed envelope and clearly marked "Sealed Proposal-Borough Auditor"

Proposals must be received by 4:00 p.m. on Thursday, November 30, 2017.

Original and one copy of the proposal must be presented.

All proposals are to be delivered to:

Borough of Franklin  
46 Main Street  
Franklin, NJ 07416  
Attn: Nicholas Giordano, Mayor

And email to [ngjordano@franklinborough.org](mailto:ngjordano@franklinborough.org)

Questions and comments should be directed to Nicholas Giordano, Mayor, Franklin Borough, 973-827-9280 ext. 105.

Interviews may be determined a week after closing date of proposals.

**RFP COST FORM**

**BOROUGH OF FRANKLIN  
BOROUGH AUDITOR**

Hourly Rate of Pay  
(Please attach a fee schedule)

\$ \_\_\_\_\_

Annual Audit Fee Borough

\$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**BOROUGH OF FRANKLIN**

**REQUEST FOR PROPOSALS**

The Borough of Franklin is seeking proposals to contract a professional to provide auditing services to the Borough of Franklin for Calendar Year 2017.

Proposals can be obtained in the Administrator's Office, Borough of Franklin, 46 Main Street, Franklin, NJ 07416 or by email [clerk@franklinborough.org](mailto:clerk@franklinborough.org).

Proposal will be accepted up until 4:00 p.m. on November 30, 2017, to above address, to the attention of Nicholas Giordano, Mayor.

The award of a contract for the described services will be made by the Borough of Franklin based on the respondent's qualifications including, but not limited to the following: cost of services, references, knowledge and interpretation of the Borough of Franklin's needs, and experience.

Nicholas Giordano, Mayor

## **BASIS OF AWARD**

(To be completed by the Borough's Evaluation Committee)

### **EVALUATION FACTORS**

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1. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned.
2. Knowledge of the Borough of Franklin and the subject matter to be addressed under this engagement.
3. Relevance and Extent of Similar Engagement performed.
4. Technical Proposal contains all required information.
5. Reasonableness of Cost Proposal including rates for principal, associates and any administrative costs.