



Request for Proposals for Professional Services: Auditor

November 15, 2018

Section 1 – Introduction:

Montclair Public Library will accept sealed statements of qualifications and proposals for **Auditor Services** on **Monday, December 17, 2018 at 10:30 a.m.** EST in the Montclair Public Library, Administrative Offices, 50 South Fullerton Avenue, Montclair, Essex County, N.J. 07042.

Each proposal must be enclosed in a sealed envelope labeled “Montclair Library Auditor RFP 2018” and bear the name and address of the Respondent on the outside.

A contract will be awarded in accordance with N.J.S.A. 19:44A-20.4 or 20.5.

Section 2 - General Criteria:

The Montclair Public Library desires to appoint a qualified municipal auditor to perform the FY18 financial audit in accordance with NJSA §40A:5-4 *et. seq.* and described in NJAC §5:30-6.1

Section 3 - Services to be provided:

1. Conduct an annual audit of the books and records for the Montclair Public Library for the Calendar Year ending December 31, 2018.
2. Assist in preparing an Annual Financial Statement for the library for Calendar Year ending December 31, 2018
3. Provide advice on preparation of NJ State Library Annual Report as requested.
4. Provide advice on any and all financial dealings as needed.
5. Prepare tax statements for 2018

Section 4 - Mandatory Minimum Requirements:

The proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and requirements set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

The Library reserves the right to hold oral discussions with individuals and/or firms of its choice for clarification of their proposal. The Library further reserves the right to request additional information.

1. Evidence of licensure to practice as a Certified Public Accountant and a Registered Municipal Accountant.
2. Must have a minimum of ten (10) years’ experience in providing auditing services to public libraries within the State of New Jersey.
3. Description of the staff employed by the firm including partners, managers, and other staff including numbers employed for each category. Include number of Registered Municipal Accountants and Certified Public Accountants.
4. Addresses of offices located in close proximity to Montclair.
5. Provide resumes of partners and managers in the firm expected to act on this assignment.

6. Respondents must demonstrate a proven record of advisory services to public libraries of similar size and complexity to Montclair Public Library. Include a list of clients in our area for which similar services are being provided. Include a contact name, position and phone number.
7. Amount of Professional Liability Insurance coverage maintained.
8. Describe any special services available to library clients.
9. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the response. For purposes of this RFP, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a response. Describe the approval process.
 - (c) If the Respondent is a partnership, LLC, a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, LLC, joint venture or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
10. The number of years your organization has been in business under the present name and current management, and any prior name under which the organization has been in business, as well as the years during which the business so operated.
11. Identify any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice, including the date of each claim, the court or administrative agency, name of the matter, and current status or outcome of the matter.
12. State whether Respondent is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
13. Confirm Respondent possesses appropriate federal and state licenses to perform activities.
Submit a copy of the Firm's Business Registration Certificate.
14. Describe any other factors the Respondent believes are relevant to its ability to provide the Library with superior service.

Section 5 - Cost Proposal and Schedule:

Respondent must submit a total cost calculation for services rendered, as well as a draft schedule of the services to be provided including required meetings and with who would be attending such meeting.

Section 6 - Number of copies:

Each Respondent must provide one (1) signed original copy and one (1) additional copy of its Proposal.

Section 7 - Submission Deadline:

Proposals must be received in a sealed envelope designating “Montclair Library Auditor RFP 2018” by the Library no later than 10:30 A.M. prevailing time on December 17, 2018 and must be mailed or hand-delivered to the Library Director, Montclair Public Library, 50 S. Fullerton Avenue, Montclair, NJ 07042. All Respondents will be notified of the status of the award of the contract by January 30, 2019.

Section 8 - Insurance and Indemnification:

The Respondent awarded the contract must assume all risks connected with this work. The Respondent awarded the contract shall comply with all State Laws and Regulations concerning Worker’s Compensation and shall maintain such insurance as will protect the Respondent against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work performed pursuant to this such contract, either by the Respondent awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The selected individual or firm shall defend, indemnify and hold harmless the Montclair Public Library, its officers, agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual’s or firm’s acts or provisions under this proposal and any subsequently awarded.

Section 9 - Evaluation:

The Library’s objective in soliciting proposals is to enable it to select a Respondent which will provide high quality and cost effective services to the residents of Montclair. The Library will consider proposals only from Respondents which, in the Library’s sole judgment, have demonstrated the capability and willingness to provide high quality services in the manner described in the RFP. The Library will evaluate all proposals to determine which offers the most advantageous, price and other factors considered. The Library reserves the right to reject, for any reason any and all proposals and components thereof and to eliminate any and all Respondents from further consideration. The Library further reserves the right to reject any Respondent which submits an incomplete proposal in response to this RFP, or which is not responsive to the requirements of this RFP. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of NJ municipal and library law operations; and
3. Cost Proposal; and
4. Responsiveness to the needs of the Montclair Library; and
5. Other factors demonstrated to be in the best interest of the Montclair Public Library.