

**TOWNSHIP OF ALLOWAY**  
**REQUEST FOR PROPOSALS FOR THE POSITION OF**  
**MUNICIPAL AUDITOR**

**Position and Term:**

The Township of Alloway requests Proposals from New Jersey Registered Municipal Accountants (“RMA”), or firms with RMAs on staff, interested in serving in the position of “Municipal Auditor” from January 1, 2024 to December 31, 2024.

**Minimum Requirements:**

Must have at least 2 individuals available, fully licensed and in good standing as a New Jersey RMA.

Minimum 3 years of experience as an auditor for a New Jersey municipality.

**Fair and Open Process:**

Requests for Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

Requests for Proposals are to be submitted no later than Wednesday, December 13, 2023 at 11:00 a.m. prevailing time in the Alloway Township Municipal Building, 49 South Greenwich Street, Alloway, NJ 08001.

Submissions are to be made to:

Charlet Cheeseman, Municipal Clerk  
Township of Alloway  
49 South Greenwich Street  
P. O. Box 425  
Alloway, NJ 08001

In order to be considered, an Original and five (5) copies of the information being submitted must be enclosed in a sealed envelope bearing the name and address of the responder with the words "Proposal for Professional Services and the category of services" and clearly marked "Sealed Proposal" addressed to the Municipal Clerk, Township of Alloway, 49 South Greenwich Street, P. O. Box 425, Alloway, NJ 08001 and may be received through the mail or presented in person.

Proposals will thereafter be received by the Township Committee of the Township of Alloway, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Township of Alloway and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Township; (v) availability to accommodate meeting and interface requirements with the Township Committee and Township Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Township; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Township.

The Township's determination of the applicant who is most advantageous to the goals and objectives of the Township shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Township Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Township Official, Officer or employee to secure unwarranted privileges or advantages.

### **Description of Services:**

Serves as Municipal Auditor for the Township of Alloway and attends meetings with the Township Committee or Township Officials. Interfaces closely, typically on a regular basis, with Township's Chief Financial Officer. Is responsible for the preparation of the Township's annual audit and year-end financial statements in accordance with all applicable laws and regulations. Acts as a consultant to the Chief Financial Officer in relation to preparation and issues related to the annual budget and other financial and reporting matters.

**Compensation:**

Compensation shall be based on a professional services contract to be submitted with the applicant's proposal.

It is anticipated that the annual value of this Contract will exceed \$17,500.00.

**Qualification Evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Describe the number of registered municipal accountants on your staff.
3. Describe the number of certified public accountants on your staff.
4. Describe the size of your firm and firm capabilities with regard to municipal clients.
5. Describe your firm's participation in a Qualifying Peer Review Program.
6. Describe your firm's ability with regard to not only auditing expertise but also expertise in the area of bonding, rate studies, litigation support, human resource and tax.
7. Describe the firm's involvement with the American Institute of Certified Public Accountants, the New Jersey Society of Certified Public Accountants, the Registered Municipal Accountant Association and Committee involvement with these associations relating to governmental accounting.
8. Describe your firm's policy with respect to continuing professional education.
9. Please list all public entities/agencies for which you presently serve as auditor complete with term of appointment and contact person and related phone number.
10. Disclose and describe if you or any member of your firm have ever had their professional license suspended or revoked in New Jersey or any other state.
11. What is the location of your Office? In Alloway Township; in Salem County; or out of Salem County.
12. Describe the resources of your Office. Include details of support staff. Include information on other qualified auditors in your office who would be available to Township Officials in the event you were absent or unavailable.