

PITMAN BOARD OF EDUCATION

420 Hudson Avenue
Pitman, NJ 08071
(856) 589-0369

**REQUEST FOR PROPOSALS
AUDITOR
NOTICE OF SOLICITATION**

Notice is hereby given that the Pitman Board of Education, County of Gloucester, State of New Jersey, is requesting proposals to provide auditing services for the Pitman Public School District for the 2020-2021 and 2021-2022 school year.

Proposals must be submitted to Kelly Brazelton, Business Administrator/Board Secretary, Pitman Board of Education, 420 Hudson Avenue, Pitman, NJ 08071 by Friday, May 21, 2021 no later than 12:00 PM. Proposals must be submitted in a sealed envelope with the name of the RFP clearly marked on the outside of the envelope.

All questions concerning this notice should be addressed in writing to Kelly Brazelton, Business Administrator/Board Secretary to the above address.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit proposals.

The Board of Education reserves the right to accept or reject any proposals submitted in the best interest of the school district and the Board further reserves the right to waive any defect or informality in any proposal should it be in the best interest of the school district.

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

The district intends to enter into a contract with the successful Proposer incorporating all provisions of the Request for Proposal. By submitting a Proposal, the Proposer is agreeing to enter into such a contract if they are awarded the work.

The Contract will begin on July 1, 2020 through June 30, 2021, July 1, 2021 through and including June 30, 2022. The Board reserves the right to exercise renewal thereafter. The Board of Education has the right to terminate with a 30-day notice.

This Request for Proposal does not constitute a bid and is intended solely to obtain competitive proposals from which the Board of Education may choose contractor(s) that best meet(s) the Board of Education's needs. It is the Board of Education's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Proposal. The Board of Education intends to award this contract pursuant to N.J.S.A. 18A:18a-5.a (1).

PITMAN BOARD OF EDUCATION

420 Hudson Avenue
Pitman, NJ 08071
(856) 582-0369

**REQUEST FOR PROPOSALS
AUDITOR**

The Pitman Public School District provides a state of the art educational program for students in grades pre-kindergarten through twelve. The District is comprised of five buildings, three elementary schools, one middle school and one high school, serving students of the Borough.

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Pitman Public School District. Applicant should demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues. Any experience or knowledge of matters that directly affect the Pitman Board of Education should be addressed.

Minimum Qualifications

- The firm must employ a minimum of three (3) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
- The firm must employ a minimum of three(3) registered public school accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
- Must have a minimum of seven (7) years experience in providing auditing services to board of education within the State of New Jersey.
- Must maintain a current principal office within the State of New Jersey.
- Must describe any special services available to school board clients.

Pertinent Information Required in RFP

Proposing firms shall provide evidence that all minimum qualifications are met. Response to this Request for Proposals (RFP) shall also discuss and provide the following:

- An overview of your firm, including the number of years your firm has been in business.
- The office address, location and number of staff by discipline at the office location where the work will be performed.
- Identity of the person who will be primarily responsible for the services provided to the Board of Education and a description of their experience.

- Identity of persons who will serve as back up to the primary person. Include resumes of all parties.
- Must list all past and present school board clients.
- Must provide hourly billing rates for employees possible assigned to service the Board of Education.
- Any supplemental data, including project descriptions, that you see as necessary to communicate your qualifications to the School District.

Insurance

The successful firm(s) must provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposal.

- **Professional Liability**
Malpractice – minimum of \$1,000,000 coverage.
\$1,000,000 Errors and Omissions per occurrence.
- **Workers Compensation and Employers' Liability**
Statutory coverage for New Jersey;
\$100,000 Employers' Liability
Broad Form All-States Endorsement
- **General Liability**
\$1,000,000 Errors and Omissions per occurrence. The Board of Education shall be named as an additional insured with respect to general liability.
- **Auto Liability**
\$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

Prior to commencing work under contract, the successful firm(s) shall furnish the Board of Education with a Certificate of Insurance as evidence that it has procured the insurance coverage required herein and otherwise giving evidence that the insurance required herein has been procured. Firms must give the Board of Education sixty (60) day notice of cancellation, non-renewal or change in insurance coverage.

District Information

1. 2020-2021 GF Budget approximately \$26 million 2021-2022 – GF Budget approximately \$25 million.
2. Type II school district.
3. Federal grants – greater than \$500,000

Proposal

The following information is required to be submitted:

1. Affirmative Action Statement (see attached)
2. Exhibit A – Affirmative Action Language (see attached)
3. New Jersey Business Registration Certificate
4. Proof of required insurance coverage
5. Proposal Form

Information beyond the minimum requirements may also be submitted.

Please submit two (2) copies of this proposal to:

Pitman Board of Education
Kelly Brazelton, Business Administrator/Board Secretary
420 Hudson Avenue
Pitman, New Jersey 08071

All proposals are to be submitted in writing and received on or before 12:00 p.m. on Monday, May 21, 2021. The Pitman Board of Education intends to appoint the successful firm on June 19, 2021. Services of the selected firm will commence on July 1, 2020 through June 30, 2021, July 1, 2021 through June 30, 2022.

Evaluation of Proposals

The Pitman Board of Education intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated by a committee of the School District based upon information supplied by each firm in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge, experience and familiarity with the operations of the Pitman Board of Education.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the auditor.

Proposals will be evaluated by the Pitman Board of Education on the basis of which is the most advantageous, all relevant factors considered.

Thank you for your interest in the Pitman Board of Education. All questions should be addressed in writing to Kelly Brazelton, Business Administrator/Board Secretary at 420 Hudson Avenue, Pitman, New Jersey 08071.

AFFIRMATIVE ACTION STATEMENT – AUDITOR

The following questions must be answered by all prospective firms:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

a) If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ No _____

a) If yes, please submit a copy of such approval.

3. If the firm cannot present #1 or #2, the firm is required to submit a completed Employees Information Report (Form AA302) at the time of the award only.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or determination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employments, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the public agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract compliance and EEO for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Note: Please sign below that you have read and understand the EEO Language. This does not fulfill your obligation to submit of the above-required documents prior to award of the contract.

Company: _____ Authorized Signature: _____

Address: _____

Proposal Form

To Provide Services of Auditor

The undersigned agrees to provide auditing services for the Pitman Public School District in accordance with the Request for Proposal – Auditor and any amendments or clarifications and accepts the terms therefore as a binding contractual obligation if the following proposal is accepted.

Fiscal Year 2020-2021 Total Audit Fee: \$ _____

Fiscal Year 2021-2022 Total Audit Fee: \$ _____

ASSA/DRTRS Audit Fee \$ _____

Hourly Rate per staff level: Please attach separate page

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature: _____

Printed Name and Title: _____

Public School Client Recommendation List

1. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

2. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

3. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

4. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

5. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____