



REQUESTS FOR PROPOSAL
TOWNSHIP OF PLAINSBORO

Township Auditor

2019

Respond by: 11:00 a.m. – November 14, 2018

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Township is seeking professional services to carry out the duties of Township Auditor.

II. Scope of Work

The duties of Township Auditor include:

1. Prepare and perform Annual Township Audit.
2. Prepare and perform Annual Financial Statement.
3. Prepare and perform Annual Debt Statement.
4. Assist with preparation of Annual Township Budget.
5. Provide technical and financial advice and assistance, as requested.
6. Preparation and performance of other financial reports, as requested.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Township Auditor or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and four (4) copies.

IV. Fees and Costs

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

V. *Selection Process*

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. *RESPONSE/INQUIRIES*

All submittals should be clearly labeled and forwarded to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 14, 2018.

All inquiries should be directed to Greg Mayers at (609) 799-0909, extension 1401.