



REQUESTS FOR PROPOSAL
TOWNSHIP OF PLAINSBORO
Financial Consultant

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 Financial Consultant.

II. Scope of Work

The duties of Financial Consultant include:

1. Assist Township in the analysis and preparation of instruments of indebtedness.
2. Assist and advise on the process of issuing or selling such instruments.
3. Prepare necessary information for bond rating agencies and municipal bond insurers and act as the lead with such agencies
4. Assist and prepare financial and cash flow forecasts, as requested
5. Prepare and perform Annual Disclosure requirements.
6. Assist in preparation of Township's ongoing Capital Plan
7. Monitor the Township's outstanding indebtedness for any refunding possibilities.
8. Provide oral and written presentations to the Township Committee and Administration.
9. Provide technical and financial advice and assistance, 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 Financial Consultant 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 (609) 799-0909, extension 1401.