

**East Orange Parking Authority
2022 and 2023 RFP for Professional Auditing Services**

The East Orange Parking Authority is soliciting proposals from qualified firms to audit the financial statements for the years 2022 and 2023.

Your proposal should contain, but not be limited to the following:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Describe your firm's experience in relation to the scope of work.
3. Please list similar local governments or pertinent accounts that your firm services.
4. Your staff assignments and availability to complete the audit on a timely basis.
 - Participation of senior audit personnel assigned to the engagement.
 - Frequency of contact with fiscal personnel.
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history - what assurances can you provide the Authority regarding the assignment of your permanent personnel to the complete the engagement.
6. Please communicate your methods for transmitting adjustments and the reasons for them along with management recommendations to the responsible personnel.
7. Please provide an overview of your detailed audit plan for this engagement.
8. Please provide a detailed fee(s) schedule along with a description of any additional services that may be required beyond the scope of the audit engagement.
9. Please detail the estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior with their hourly rates.
10. Detail all expenses for this engagement such as i.e. mileage, per diem, telephone, etc.

The successful firm must have significant experience providing New Jersey municipalities and/or Authorities with auditing services and be licensed in the State of New Jersey. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended (Affirmative Action). The successful firm will provide the Authority with auditing services related, but not necessarily limited to:

Examining the books and financial records and prepares reports thereof;
Provide knowledge and understanding of Authority finance laws and regulations as provided for in New Jersey statutes, administrative regulations and case law;

Preparing a detailed Audit report containing findings, conclusions, and recommendations in accordance with the requirements of audit promulgated by the Division of Local Government Services;

Attend meetings of the Board of Commissioners Finance Meeting; work closely with the Executive Director and Chief Financial Officer and/ or with individual commissioners upon request; and

The candidate shall demonstrate that they have the continuing capacity to perform these services; and any other matters as directed by the Authority as needed.

PROPOSAL SUBMISSION

All qualified candidates interested in submitting a proposal for the 2022 and 2023 Audit Services should submit an original and five (5) copies of a written proposal for a twelve (12) month period commencing April 1, 2024 and ending March 31, 2025 on or before March 18, 2024. The proposal should describe the candidate's qualifications and experience representing authorities and similar entities and should address those matters identified herein. A copy of the candidate's resume should be attached to the proposal listing all previous experience and qualifications. Respondents should have at least 5 years of experience with New Jersey /Parking Authority/Municipal Finance Law. Respondents should also demonstrate experience representing New Jersey local government entities in connection with Auditing practices for public entities.

The proposal should also include:

1. A signed Stockholder Disclosure Certification,
2. A signed Non-Collusion Affidavit,
3. A Business Registration Certificate,
4. Prohibited Investment Activities in Iran,
5. The resumes of individuals who propose to represent the Authority and recent references (parking authorities most preferred, similar business next preferred) which contain business name, address, telephone number and name of contact person, and
6. A overview of your experience working with similar organizations and a list of current and/or past clients.

The Respondent shall, as part of its Proposal, provide the following documentation and information in addition to the requirements above:

- Name of Firm;
- Address of principal place of business and all of the firm's offices and corresponding telephone and fax numbers. Please note specifically which persons will be assigned to work with the Authority;
- Areas of Practice;
- An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal;
- Name, address and telephone number of the individual or firm submitting the Proposal and the name of the key contact person;
- Resumes of key employees who will be assigned to provide Auditing Services;
- The number of years in practice, and number of years working in public sector accounting;

- Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If any, please provide the docket numbers;
- Whether Respondent or its firm is now or has been involved in any bankruptcy or re-organization proceedings in the last ten years. If so, please provide the docket numbers;
- A statement that principals have no immediate relatives who are Authority employees or elected officials;
- A description of its overall scope of work experience in providing the same or similar services, including areas of firm's expertise with public entities;
- At least three (3) references, two (2) of which must have knowledge of firm's prior Auditing service with a public entity, including contact information;
- A description of firm's account designee's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
- Examples of firm's record of success providing Auditing services for public entities in an urban environment;
- The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
- Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and
- Statement of corporate ownership (c.52:25-24.2).

All proposals should be placed in a sealed envelope marked: "**Proposal for 2022 and 2023 Audit Services**" and delivered to the East Orange Parking Authority, 60 Evergreen Place, Suite 503, East Orange, New Jersey 07018 **on or before** 3:00pm, March 18, 2024. Any proposal received for whatever reason by the Authority for this matter after 3:00pm am on March 18, 2024 shall be invalid and not considered.

All questions and/or information concerning this solicitation must be submitted in writing to tcooper.eopa@gmail.com. No information concerning this solicitation will be provided in response to telephone calls. The East Orange Parking Authority reserves the right to reject any or all proposals.

EVALUATION OF PROPOSALS

The Proposals will be independently evaluated on the basis of the criteria listed below:

- Proven record of experience, including referrals, in providing the type of services detailed herein.
- Ability to provide services in a cost-effective and timely manner.
- Personnel qualifications.
- Understanding of the services requested (including completeness and clarity of submission), the Authority and the qualitative nature of the services detailed herein.
- Additional criteria described below.

SPECIFIC PROPOSAL REQUIREMENTS

The Authority desires to appoint a firm of certified public accountants to act as auditors for the Authority. Applicant should demonstrate knowledge of auditing laws and regulations and

experience in providing advice to municipal entities on records compliance issues as well as knowledge of the Authority's financials. Any experience or knowledge of matters that directly affect the Authority should be addressed.

MANDATORY MINIMUM REQUIREMENTS:

1. The firm must employ a minimum of two (2) 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.
2. Must have a minimum of ten (10) years' experience in providing auditing services to public bodies, including parking authorities, within the State of New Jersey.
3. Must maintain a current principal office within the State of New Jersey.
4. Must describe any special services available to municipal clients.
5. Must list all past and present municipal clients.
6. Must specify fee to conduct Audit for Fiscal Year 2021, along with fees and hourly rates for various other related services on an as-needed basis for classifications such as Staff Accountant, Supervisor, Manager and Partner (or substantially equivalent titles), and any other personnel.