

MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY

REQUEST FOR PROPOSAL

AUDITOR

Monmouth County Bayshore Outfall Authority, county outfall authority located on 200 Harbor Way, Belford, New Jersey 07718 through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq.* is soliciting proposals from qualified professional for the position of Auditor from February 6, 2012 to February 5, 2013. The Authority will be appointing one professional/firm to the position/appointment.

POSITION / APPOINTMENT

The position of Auditor includes the performance of the audit of the Authority financial records for the year ending December 31, 2011, and performing the duties prescribed by law all in accordance with generally accepted auditing standards and the laws and regulations of the State of New Jersey. The services shall include but not be limited to the following:

1. The Auditor maybe required to attend each of the Authority's regular monthly meetings and all such other meetings as may be scheduled from time to time in connection with the services for the Authority.
2. The Auditor shall conduct, prepare and submit the Authority's Annual Audit for the year ended December 31, 2011 to the New Jersey Division of Local Government Services on or before April 30, 2012 in accordance with applicable state law and regulations. The Auditor shall present the audit to the Authority at its April 2012 monthly meeting for the Authority's approval.
3. The Auditor shall assist the executive director of the Authority and the Authority's staff in connection with the preparation of the Authority's annual budget. The Auditor shall present and participate in the public hearing required in connection with the Authority's adoption of the annual budget.
4. The Auditor shall monitor the Authority's Debt Service Fund, Renewal and Replacement Fund and General Fund and communicate with the Authority and the Trustees of said funds, where applicable, to insure the Authority's compliance with all applicable rules, laws, and contractual obligations regarding the use of said funds and the maintenance of all documents and accounts related to said funds.
5. The Auditor shall assist the Authority's accounting department as needed and directed by the Authority to insure proper handling of accounts and transactions by the Authority.
6. The Auditor shall review the Authority payment of bills prior to each of the Authority's regular monthly meetings, and at such other times as may be directed by

the Authority, to insure the proper documentation for the payment of said bills is present.

- 7 The Auditor shall provide such other services and attend such other meetings as may be required by the Authority to insure that all issues related to the finances of the Authority are properly addressed. The Auditor shall perform such other duties and services as may from time to time be requested by the Authority or Executive Director.

EVALUATION

Proposals will be evaluated by Monmouth County Bayshore Outfall Authority on the basis of the most advantageous, with due consideration to the qualifications and experience of the respondent and quotations submitted and a number of other factors and criteria. The compensation proposal will be considered but will not be the controlling factor. The evaluation will generally consider the following criteria:

- (A) Experience and reputation in the general field of Municipal Auditing and related procedures. As a minimum qualification, the professional to be appointed Authority Auditor must have 10 years experience as a Certified Public Accountant actively engaged in municipal and public entity auditing, including significant experience as an Auditor preferably in municipality and/or sewerage authorities of comparable size to Monmouth County Bayshore Outfall Authority. The responding professional should be supported by a firm with sufficient professional/support staff to adequately provide services to the Authority. The Authority will evaluate the professional's experience in relevant areas of municipal audit procedure, and the experience and reputation of the responding professional as an Auditor.
- (B) Knowledge of the Authority accounting matters and procedures. The Authority will give due weight to the familiarity of the responding professional with auditing of authorities of comparable size, and the benefits obtained by reason of continuity in such matters.
- (C) Availability to accommodate the needs of the Authority. As reasonable availability is a relevant consideration, the professional should have adequate professional/support staff at its office so as to adequately provide for the Authority's services. The position requires regular contact with Authority Finance officials.
- (D) Ethics Issues. As integrity and ethics are critical considerations, the responding professional must certify that the professional has never been reprimanded, censured, or suspended for ethics infractions by the New Jersey State Board of Accountants. A professional who has been reprimanded, censured, or suspended is disqualified.
- (E) Other factors if in the best interest of the Monmouth County Bayshore Outfall Authority

PROPOSALS

Proposals must be in writing and include the following:

- (A) The Name of the professional seeking the position and the firm the professional is affiliated with. The resume and/or a detailed summary of the professional's experience and qualifications relevant to the positions, including a detailed statement of the professional/firm's current and past professional experience appointment/positions, important or relevant work relative to the positions and the periods during which performed.
- (B) The location and facilities that the professional will be available at providing services from.
- (C) A statement certifying that the professional, has never been reprimanded, censured, or suspended for ethics violations by the New Jersey Board of Accountants.
- (D) A summary of the size and organizational structure of background of the firm that the professional is affiliated with.
- (E) Flat fee proposal for the 2011 Audit and an hourly rate for all other work not related to the 2011 Audit, which the Commissioners desire the Accountant to perform.

PROPOSAL SUBMISSION

The Proposal (10 copies) must be received by the Monmouth County Bayshore Outfall Authority, Executive Director, 200 Harbor Way, Belford, NJ 07718, in a sealed envelope marked "Auditor" on or before January 18, 2012 at 10:00 a.m. Proposal submitted by facsimile or e-mail will not be accepted. Proposals will be publicly opened in the Conference Room at Monmouth County Bayshore Outfall Authority on January 18, 2012 at 10:00 a.m.

After receipt the Monmouth County Bayshore Outfall Authority will review and evaluate the proposals and qualifications. In the absence of unusual circumstances, the Monmouth County Bayshore Outfall Authority anticipates adopting a resolution appointing the Auditor on February 6, 2012 at the regular Meeting.

The Authority reserves the right to reject any and all proposals and waive any informality to the extent that it is lawful and in the best interest of the Authority. To the extent permitted by law, the Authority reserves the right to negotiate with qualified attorneys.

Any questions regarding this proposal/process should be submitted in writing to **Barbara Vilanova, Secretary, Monmouth County Bayshore Outfall Authority, 200 Harbor Way, P.O. Box 184, Belford, New Jersey 07718.**