

Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated in order to qualify to proceed to the second phase, Requests for Proposals.

For Township Auditor

The Township Auditor shall be a multi-disciplined firm with at least eight (8) years experience in municipal auditing procedures, bond law, arbitrage, municipal budgeting and purchasing. The individual assigned shall have at least five (5) years experience as an appointed municipal auditor and shall be a CPA and RMA.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.)

Received by Township on _____

___ Meets Qualifications

___ Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Proposals will be evaluated by a Committee or Board Subcommittee, as appropriate. The undersigned individual, firm, or corporation, hereby proposes to serve as Township Auditor in accordance with the following:

- A. Names, title and license of all the individuals who may perform the service and/or activity.
- B. A description of the individuals or firm's experience with similar services or projects.
- C. A list of references and record of success.
- D. Demonstration of areas of expertise of staff.
- E. A description of the individual or firm's ability to provide the service or complete the activity in a timely fashion or as required by the Township.
- F. A fee schedule for the firm.
- G. Availability to accommodate any required meetings of the municipality.
- H. Provide list of other municipalities served in a similar position in Southern New Jersey.

The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.

In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regard to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

All awards or waivers shall be by Resolution acted upon by the Township Committee at a Township meeting. All awards are subject to availability of funds.

All respondents shall comply with Business Registration Act (P.L. 2004, c.57), and proof of their registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted.

All respondents are placed on notice that they are to comply with all requirements of P.L. 1975, c.127 (N.J.S.A. 10:5-31 through 10:5-38) and all duly adopted Affirmative Action Regulations (N.J.A.C. 17:27).

All respondents shall supply IRS form W-9, request for Taxpayer Identification & Certification.

All respondents must submit the required state Business registration form (BRC) with their proposal where applicable

The Township reserves the right to reject any and all proposals if required documents are not submitted and/or if it is deemed to do so in the best interest of the Township.

Submission Deadline: NOVEMBER 25, 2025 11:00AM

Submission Location: **Township Clerk, Delanco Township 770 Coopertown Road, Delanco, NJ 08075.**

Form of Submission: All submissions shall be in sealed envelope with "Submission of Qualifications / Proposal for [Name of Position]" marked on the outside.

IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD at the same time in the sealed bid envelope.

Copies Required: Seven plus CD