

**REQUEST FOR QUALIFICATIONS  
AUDITING AND ACCOUNTING SERVICES  
FOR BURLINGTON COUNTY LIBRARY**

**Three copies of Responses to this Request for Qualifications including all required documentation must be received in the Office of the Burlington County Solicitor, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060 no later than 3:00 p.m. Thursday, October 10, 2019. Late Responses will not be considered.**

**Description:**

The County of Burlington is seeking responses from qualified Auditing and Accounting Firms, duly licensed and in good standing in the State of New Jersey from which submissions it will award a contract for the following specialized services:

Auditing and Accounting Services for the Burlington County Library

Contract will be awarded to the successful firm for the term January 1, 2020 through December 31, 2020.

**Qualification Requirements:**

Each Auditing and Accounting firm proposed to provide work for the Burlington County Library must be licensed in the State of New Jersey as a Registered Municipal Accountant and as a Certified Public Accountant with at least ten (10) years of experience in the area of accounting and auditing services for which they request to be qualified. **Resumes demonstrating such experience must be submitted in response to this RFQ for Auditing and Accounting Services proposing to be qualified.**

Each Auditing and Accounting firm must execute and deliver with the response to this RFQ a certification in the form provided stating that the candidate has no conflicts of interest, actual or apparent, that would compromise his/her independence of judgment in the performance of the designated services.

Each Auditing and Accounting firm must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Each Auditing and Accounting firm must also comply with the New Jersey Business Registration Act and Statement of Ownership, N.J.S.A. 52:25-24.2.

Additional Qualification Requirements for each area of Auditing and Accounting services are specified under the Scope of Work descriptions set forth below.

**Scope of Work:**

The Auditing and Accounting Firm shall perform the duties of Auditor on behalf of the Burlington County Library as required by State law including, but not limited to, the following duties:

- a. Audit the Library's financial statements of the various funds in conformance with the Requirements of Audit as promulgated by the Division of Local Government Services, Department of Community Affairs, State of New Jersey for the year then ending, for the purpose of expressing an opinion as to whether the financial statements are fairly presented, in all material respects, in conformity with accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.
- b. Conduct the audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

**Schedule Of Fees:**

Please provide a standardized Schedule of Fees for each type of professional service for which the responder will provide, setting forth the job title and hourly rate for each type of employee envisioned to perform such services.

**Contract Award:**

The Contract to serve as the Burlington County Library Auditor will be awarded based on cost and other factors.

The conduct and performance of the Burlington County Library Auditor pursuant to the Contract awarded through this Request for Qualifications shall be subject to all applicable laws, rules and regulations pertaining to licensed auditors and certified public accountants. The Burlington County Library Auditor shall at all times be regarded as an independent contractor. Nothing herein or in the Contract shall be construed to create an employer-employee relationship between the Board of Chosen Freeholders, Burlington County Library Commission and the Auditor.

**Criteria for Evaluation of Responses to RFQ:**

This RFQ is open to all qualified candidates. The County of Burlington will not discriminate on the basis of gender, race, age, ethnicity, handicap or any other legally protected class.

A review committee will be established within the Solicitor's Office which shall review and evaluate all responses and determine a limited number of best-qualified candidates applicants with which to negotiate. The evaluation will consider:

- a. Experience and reputation in the respective areas of specialized Auditing and Accounting services, including meeting the minimum experience requirements as set forth in this RFQ;
- b. Personnel qualifications, including names of key individuals providing said services;
- c. Location of office relative to location of where work is to be performed;
- d. Other factors, if demonstrated to be in the best interest of Burlington County and the Solicitor's Office.

The review committee will present to the Board of Chosen Freeholders of the County of Burlington a recommendation for an award of contract for Auditing and Accounting services for the period January 1, 2020 through December 31, 2020.

**Requirements for Responses:**

Auditing and Accounting Firms responding to this RFQ must submit the following:

1. Three (3) complete copies of their responses, including all necessary documentation, in a sealed envelope with the title "Burlington County Library Auditor RFQ" printed on the front.
2. Responses must include the following necessary documentation:
  - a. Executed Non-collusion Certification provided in this RFQ.
  - b. Executed Ownership Statements provided in this RFQ.
  - c. Executed Conflict of Interest Statement provided in this RFQ.
  - d. Executed Debarment Statement provided in this RFQ.
  - e. Evidence of compliance with Affirmative Action. See Exhibit A of this RFQ. With its RESPONSE or prior to the execution of the Contract, the selected Service Provider must submit to the County one of the following documents:
    - i. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program; or

**Requirements for Responses (continued):**

- ii. A valid Certificate of Employee Information Report issued in accordance with N.J.A.C. 17:27-1.1 et seq.; or
  - iii. The pink copy of the Employee Information Report, Form AA302. The person submitting the Employee Information Report agrees to immediately submit the white and canary copies of the Report to the Division of Contract Compliance, P.O. Box 209, Trenton NJ 08625-0209
- f. Business Registration Certificate.
  - g. Proof of licensure as Registered Municipal Accountant.
  - h. Proof of licensure as Certified Public Accountant.

**Responses should be sent to the Burlington County Solicitor's Office, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060 no later 3:00 p.m. Thursday, October 10, 2019 at which time all responses will be opened.**

**Insurance:**

The FIRM shall secure and maintain the following insurance coverage during the term of this Agreement:

- a. Statutory Worker's Compensation and Employer's Liability Insurance; and
- b. Commercial General Liability including Products Completed Operations coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate; and
- c. Comprehensive Automobile Bodily Injury and Property Damage Liability coverage of not less than \$1,000,000 combined single limit; and
- d. Professional Liability/Errors and Omissions insurance coverage of not less than \$1,000,000 each wrongful act, \$2,000,000 aggregate.

Prior to the effective date of this Agreement, and as a condition precedent to its taking effect, the FIRM shall provide a Certificate of Insurance as verification of the existence of said insurance policies. Approval of the coverage and the Certificate by the Insurance and Risk Management Division is a precedent to the taking effect of this Agreement. The Certificate must

**Insurance (continued):**

name the Burlington County Board of Chosen Freeholders as an additional insured and should be issued to:

Burlington County Board of Chosen Freeholders  
Attn: Insurance and Risk Management Division  
49 Rancocas Road, P.O. Box 6000  
Mt. Holly, NJ 08060-6000

All above-mentioned insurance policies shall be primary and noncontributory to any other insurance or self-insurance maintained by Burlington County.

**STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

P.L.2004, c.57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a public contracting agency.

All bidders must submit a copy of their State of New Jersey Business Registration Certificate prior to award of any contract.

The State Division of Revenue issues Business Registration Certificates. There is no cost to file, and renewal is unnecessary, though changes to information must be submitted.

Information on how a business can obtain a certificate on the Internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at (609) 292-1730.

**NON-COLLUSION CERTIFICATION**

The undersigned bidder hereby specifically certifies that, to the best of its knowledge and belief, the annexed bid for the above named project has not been prepared in collusion with any other bidder or like item or service and that the prices, discounts, terms, and conditions thereof have not been directly or indirectly communicated by or on behalf of said bidder to any such person other than the recipient of such bid and will not be communicated to any such person prior to the official opening of said bid.

Bidder fully understands that no premiums, rebates or gratuities are permitted either with, prior to, or after signing of contract. Any such violation will result in cancellation and the removal from bid list.

Undersigned bidder further certifies that it has the necessary authority to sign this stipulation stating it has not entered into any agreement or otherwise taken any action in restraint of free competitive bidding in connection with above-named project.

This certification may be treated for all purposes as a sworn statement made under the oath as equivalent affirmation, and that, any statements made herein are untrue the bidder may be subject to the provisions of N.J.S.A. 2C:28 -1 through N.J.S.A. 2C:28 - 3 inclusive, and relevant sequential sections, and if applicable, 18 U.S.C. 1001, et seq.

\_\_\_\_\_  
(firm name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(type or print name and title)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city, state zip code)

Dated: \_\_\_\_\_, 20\_\_

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 et seq. (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

**Part I** Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership       Limited Partnership       Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

- The list below contains the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, or of all members in the limited liability company who own a ten percent (10%) or greater interest therein, as the case may be. (COMPLETE THE LIST BELOW IN THIS SECTION)
- OR
- No one stockholder in the corporation owns ten percent (10%) or more of its stock, of any class, or no individual partner in the partnership owns a ten percent (10%) or greater interest therein, or no member in the limited liability company owns a ten percent (10%) or greater interest therein, as the case may be.

**(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF TEN PERCENT (10%) OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a ten percent (10%) or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a ten percent (10%) or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a ten percent (10%) or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the ten percent (10%) ownership criteria established pursuant to N.J.S.A. 52:25-24.2 et seq. has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **County of Burlington** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **County of Burlington** to notify the **County of Burlington** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **County of Burlington** to declare any contract(s) resulting from this certification void and unenforceable.

Name (Print):		Title:	
Signature:		Date:	



**CONFLICT OF INTEREST CERTIFICATION**

The undersigned certifies to the Board of Chosen Freeholders of the County of Burlington that, in performing services to Burlington County, he knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself or his firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he knows of no circumstances or relationships between himself or his firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification and shall remain in effect for the term of the consulting services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

By: \_\_\_\_\_

**DEBARMENT STATEMENT**

Instructions: Answer each question by putting an X on the line following either yes or no. If "yes" is marked, provide all necessary details in an attachment to this Statement.

Has your firm ever failed to complete any awarded work? Yes \_\_\_ No \_\_\_  
If Yes, where and why?

Has any officer or partner of your organization ever failed to complete a contract handled in his own name? Yes \_\_\_ No \_\_\_  
If Yes, state the name of individual, name of owner, location and type of projects, and reason for the failure to complete.

Has your organization, its parent or subsidiary ever been suspended or debarred by the State of New Jersey or any other state or the federal government? Yes \_\_\_ No \_\_\_  
If Yes, provide complete details, including when, where and why.

Has any owner, stockholder, officer, partner, or employee of your organization been suspended or debarred from doing business by the State of New Jersey or any other state or federal government? Yes \_\_\_ No \_\_\_  
If Yes, provide completed details including when, where and why.

\_\_\_\_\_  
(firm name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(type or print name and title)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(city, state zip code)

Dated: \_\_\_\_\_, 20\_\_\_\_

(REVISED 4/10)

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE  
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127)  
N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will received consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job—related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award by prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conduction a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**