

**BOARD OF CHOSEN FREEHOLDERS  
OF THE COUNTY OF BURLINGTON**

**REQUEST FOR QUALIFICATIONS**

**FINANCIAL CONSULTANT SERVICES  
COST ALLOCATION PLAN**

**Three copies of Responses to this Request for Qualifications including all required documentation must be received in the Burlington County Solicitor's Office, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060 no later than 11:00 a.m. Tuesday, December 8, 2015. Late Responses will not be considered.**

**1. Introduction**

In accordance with N.J.S.A. 19:44A-20.4 et seq., the Board of Chosen Freeholders of the County of Burlington [hereinafter Board] is issuing this Request for Qualifications (RFQ) to firms capable of providing one or all of the Financial Consultant Services described in Section 3, SCOPE OF SERVICES, for a period of years from January 1, 2016 through December 31, 2016, with an option to extend for either one, two year extension or two, one year extensions with an increase in cost to not exceed the Index Rate as defined at N.J.S.A. 40:6-11.2(38).

This Request for Qualifications provides the requirements for all providers of said Services who wish to be considered for the contracts. Proposals received in response to this RFQ will be evaluated in accordance with the criteria set forth below at Section 4, CRITERIA FOR EVALUATION OF PROPOSALS

Contracts for financial consultant firms and/or accounting firms from which submissions it will award a contract for cost allocation plan/hospital cost report will be awarded based on cost and other factors.

**2. Overall Qualification Requirements**

The Financial Consultant must obtain and maintain any licenses, certifications or regulatory approvals necessary and/or required by law, for the services requested for themselves and for any other staff who may be providing services to the County as part of the contract.

At no time may said licenses and/or certifications have been suspended or revoked in New Jersey or any other state.

The Proposer must have provided services as described herein for a minimum of five (5) years to a county in the State of New Jersey or to a municipality/city in this State of comparable population to Burlington County.

Financial consultant firms must be bonded and insured.

### **3. Scope of Services - Cost Allocation Plan**

Interested firms must have at least five (5) years experience in the preparing of cost allocation plans.

#### Description of Services

##### I. Cost Allocation Plan

a) Prepare County-wide Central Services Cost Allocation Plan and Indirect Cost Rate Proposals in accordance with Federal Office of Management and Budget Circular A-87 and ASMB C-10, including but not limited to necessary cost recovery claims for the County Employee Fringe Benefits costs, the Burlington County Board of Social Services, the Buttonwood Hospital of Burlington County (applicable to prior years), and building and security related costs associated with Title IV-D of the Social Security Act;

b) Assist the County with prior year financial and reimbursement issues affecting the County owned nursing facility, with special emphasis on New Jersey Medicaid Peer Grouping reimbursement for governmental facilities;

c) Provide advice and technical assistance concerning the prior year billing, collection and other fiscal responsibilities of the County psychiatric facility as set forth in N.J.S.A. 30:4-23 et seq.

d) Assist Burlington County in the use of the plans and applications of rates to budget and expenditure reports for grants and contracts, and to assist, where necessary, with claims to recover costs.

e) Provide assistance and guidance to designated County personnel to ensure full understanding of the methodologies employed in the development of the plans and rate proposals. This includes all aspects of the development of the cost plans and rate computations.

f) Identify improvements for collecting accurate cost and statistical data to facilitate the annual cost plan preparation.

g) Analyze strategies and procedures previously used in the County's cost allocation plans to determine if other approaches and techniques can enhance indirect cost recoveries.

h) Successfully negotiate indirect cost allocation plans and rates and employee fringe benefit rates with cognizant Federal and/or State agencies, where necessary.

i) Compute provisional in direct cost rates for the County Probation Department, for use on the Title IV D Program (Child Support and Enforcement), for the County Health Facilities, if necessary, and any other operating departments, including but not limited to the Board of Social Services and County Library.

j) Preparation of a separate cost claim to be submitted to the N.J. Division of Family Development (DFD) on behalf of the County Welfare Agency, for reimbursement of building related costs applicable to space occupied at the County owned Human Services Building to include negotiation of cost claims with the DFD.

#### **4. CRITERIA FOR EVALUATION OF PROPOSALS**

A Review Committee has been established to independently evaluate each submission and make a recommendation to the Board of Chosen Freeholders of the County of Burlington as to the financial consultant firms that shall be included in the list of qualified financial consultants for the services described in this RFQ. The Board of Chosen Freeholders shall make the final decision.

The Criteria to be used in reviewing the Proposals shall be:

Qualifications to provide the described financial consultant services.

Experience in providing the described financial consultant services.

Compliance with Section 5, Submission of Qualifications

#### **5. Submission of Qualifications**

The Submission of Qualifications of those seeking to be placed on the list of Qualified Financial Consultants shall comply with the following requirements.

a.. A **complete description** of the experience and experience of the Proposer in providing financial consultant services described in this RFQ as well as the experience of any principal or staff member who would provide services to the Board.

b. Resumes of any principal or staff member who provide services to the Board pursuant to a contract for Financial Consultant Services.

c. The name, address, contact person and contract telephone number of each county or municipality in the State of New Jersey for whom the Proposer has provided broker services described in this RFQ.

- d. A certification in the form provided stating that the Proposer has no conflicts of interest, actual or apparent, that would compromise his/her independence of judgment in the performance of the designated services.
- e. Evidence of compliance with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
- f. Proof of compliance with the New Jersey Business Registration Act.
- g. Statement of Ownership, N.J.S.A. 52:25-24.2.
- h. Submission of proof of the required insurance coverage in the form of a Certificate or Certificates of Insurance is a condition precedent to the execution of the contract by the Board.

The following insurance requirements must be maintained throughout the term of the contract:

Errors and omissions insurance coverage of not less than one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate with the Board of Chosen Freeholders of the County of Burlington named as a certificate holders and with an attached contractual liability endorsement from the insurer stating that the errors and omissions coverage applies to the services of the Financial Consultant.

During the term of the contract, it shall be the responsibility of the Financial Consultant to provide the County with additional Certificates of Insurance in compliance with the above showing current coverage when any insurance policy for the above-listed coverage expires.

- i. In addition to completion of this Section, Vendor must provide a schedule of hourly rates and a listing of those employees assigned to each aspect of the proposal to include qualifications. These rates will remain in effect for the Contract Term.

Yearly Amount

Cost Allocation Plan \_\_\_\_\_.

- j. Signature Page

**6. SIGNATURE PAGE**

COUNTY OF BURLINGTON, NEW JERSEY

FINANCIAL CONSULTANT SERVICES

Date: \_\_\_\_\_, 2010

To: Board of Chosen Freeholders  
County of Burlington  
49 Rancocas Road  
Mount Holly, New Jersey 08060-6000

The undersigned hereby submits this Response to the Request for Qualifications for the following Financial Consultant Services:

\_\_\_\_\_ Cost Allocation Plan

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name of Financial Consultant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please print name and title)

\_\_\_\_\_  
(Address)

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

**STATEMENT OF OWNERSHIP**

In accordance with N.J.S.A. 52:25-24.2, every corporation and/or partnership submitting a bid, shall prior to the receipt of the bid by the County, or accompanying said bid, submit a statement setting forth the names and addresses of all stockholders in the corporation, or partners in the partnership, who own ten percent (10%) or greater interest, as the case may be.

If one or more such stockholder, or partner, is itself a corporation, or partnership, the stockholders holding ten (10%) percent or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall continue until the names and addresses of every non-corporate stockholder, and individual partner exceeding the ten percent (10%) ownership criteria established by this notice have been listed.

Complete this form only if the Firm is a partnership, corporation or limited liability company. Check here  if not applicable.

Name of Firm: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Form of business:       corporation     partnership     limited liability company

List the names and addresses of all persons (including business entities) who have 10% or more interest in the Firm's firm. If an interest holder is a corporation name the stockholders holding more than a ten percent interest.

Complete the certification at the end of this document.

**NAME**

**ADDRESS**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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I certify that (check one):

- the list of persons named above is current and correct to the best of my knowledge.  
or  
 There are no persons having a 10% or greater interest in the Firm's firm to the best of my knowledge.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
typed/printed name

\_\_\_\_\_  
Title

**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: \_\_\_\_\_

(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.

## **STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

A Business Registration Certificate issued by the Division of Revenue in the New Jersey Department of the Treasury to a bidder for the contract must be submitted either with the bid or prior to the final award of contract to the successful bidder.

The submittal of a Business Registration Certificate is not required from a government agency or an organization organized as a nonprofit entity under 26 U.S.C. Section 501(c).

For the term of this contract, the contractor and subcontractors shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act," P.L.1966, c.30 (C.54:32B-1 et seq.) on all their sales of tangible personal property delivered into this State. For the purposes of this paragraph, "affiliate" means any entity that (1) directly, indirectly, or constructively controls another entity, (2) is directly, indirectly, or constructively controlled by another entity, or (3) is subject to the control of a common entity. For purposes of this paragraph, an entity controls another entity if it owns, directly or individually, more than 50% of the ownership interest in that entity.