

Request  
For  
Proposals

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FOR A FIRM TO COMPLETE AN IPA AUDIT AND SINGLE AUDITS OF THE CAMDEN REDEVELOPMENT AGENCY FOR FISCAL YEAR 2018

CAMDEN REDEVELOPMENT AGENCY

October 2, 2018

An Equal Opportunity Employer

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## **1.0 ADVERTISEMENT**

The Camden Redevelopment Agency is soliciting proposals from qualified Certified Public Accounting firms to provide an independent public accounting audit and single audits for fiscal year ending December 31, 2018.

The Request for Proposal (RFP) package will be available for pick-up at no cost beginning Monday, October 2, 2018. The package may be picked up at 520 Market Street, City Hall, Suite 1300, Camden, New Jersey 08101. Written or faxed requests to have the RFP mailed will also be honored. The CRA fax number is 856-968-3541.

The submittal date for Bid Proposals is 12:00 p.m. local time on Tuesday, October 23, 2018.

All questions should be directed in writing to Johanna S. Conyer via email at [joconyer@ci.camden.nj.us](mailto:joconyer@ci.camden.nj.us), by mail to Camden Redevelopment Agency, City Hall, Suite 1300, P.O. Box 95120, Camden, NJ 08101 or faxed to (856) 968-3541 no later than 12:00 p.m. Tuesday, October 9, 2018. Responses will be provided via Addendum no later than Friday, October 12, 2018. Any questions submitted thereafter will be precluded from consideration

## **2.0 INTRODUCTION**

The Camden Redevelopment Agency (CRA) is seeking proposals from qualified Certified Public Accounting firms to provide the CRA with an annual IPA Audit. The CRA is seeking proposals for fiscal year ending December 31, 2018.

The CRA adopted the provision of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis for State and Local Governments: Omnibus; and Statement No. 38, Certain Financial Statement Note Disclosures.

Pursuant to The Single Audit Act of 1984, the Amendments of 1996, the Office of Management and Budget Circular A-133 Revised and State policy, the CRA is also required to have single audits performed for State Grants.

**Auditor shall be experienced with these provisions.**

## **3.0 SCOPE OF SERVICES**

Performance of a comprehensive audit of the statements of net assets of the CRA, and the related statements of revenues, expenses, and cash flows for fiscal year ending December 31, 2018 by a Certified Public Accounting firm.

Performance of annual single audits for approximately three (3) Grants, and the related reports and opinions for State grant or State aid funds. The single audit reports must include a supplementary Schedule of Expenditures of State Financial Assistance.

The comprehensive and single audits must be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, The Single Audit Act of 1984, the Amendments of 1996, the Office of Management and Budget Circular A-133 Revised and State policy.

**The successful applicant will demonstrate their ability to:**

- ❑ Perform the audit scope in an expedited, timely and independent manner,
- ❑ Provide a copy of their latest peer review report,
- ❑ Provide available dates of commencement, the number of days expected to complete the necessary field work, and the number of days expected to complete the entire audit.
- ❑ Provide responses to the following:
  - Provide a summary of your proposed approach to the audit,
  - Detail the level of assistance the auditor would require of the CRA’s staff to conduct the audit.

**4.0 ACCEPTANCE OF RFP**

Respondent’s submission in response to this RFP shall constitute acceptance by the Respondent of the terms and conditions of the RFP. It is assumed that the Contractor has accepted the condition of this RFP, unless the exceptions are specified in the Contractor’s proposal.

**5.0 NO WARRANTY**

Respondents are required to examine the RFP, specifications and instructions pertaining to the services requested. Failure to do so will be at the Respondent’s own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, or instructions.

Respondents are responsible for implementation of all health and safety measures taken to complete the required services. The CRA or the City of Camden assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

**6.0 METHOD OF SOLICITATION**

A committee appointed by CRA will review the responses to this RFP. This selection committee will then rate and rank the respondents. All proposals will be evaluated on the following criteria:

|  |               |
|--|---------------|
| Quality of the proposed methodology:   | Max 30 points |
| Experience of firm and principals with assignments of similar scope and scale: | Max 40 points |
| Time table for completing work:  | Max 10 points |
| References:  | Max 20 points |

**II.** Pursuant to N.J.S.A. 19:44A-20.4 et seq. The CRA shall not award any contracts without using a “fair and open” process to a business entity that made reportable contributions to the following:

1. Any municipal committee of a political party if a member of that party is in office as a member of the governing body of the county, or municipality when the contract is awarded;
2. Any candidate committee of a person serving in an elected position of the county or municipality;
3. In the one year preceding award of the contract.

All business entities shall submit a completed Business Entity Disclosure Certification pursuant to N.J.S.A. 19:44A-20.4 et seq.- (**See attached**) Please be advised that failure to submit the disclosure form will result in the disqualification of your firm’s proposal.

#### **7.0 CONTRACT FORM AND TERM**

This RFP will lead to a one (1) year audit contract for fiscal year ending December 31, 2018. The required services are specified in this RFP.

Work under the contract shall commence immediately upon execution of that Contract.

#### **8.0 FORMAT OF REPORTS/DELIVERABLES**

Twenty- Five (25) bound copies of the Camden Redevelopment Agency ‘s Financial Statements and Independent Auditors’ Report FYE December 31, 2018 shall be provided upon completion of the audit.

#### **9.0 OWNERSHIP OF WORK PRODUCT**

All work products produced by the Contractor, the CRA or by any third party working for the Contractor or the CRA during the term of the Contract resulting from this RFP are the sole property of the CRA.

The CRA shall be the sole owner of all digital data, graphics and documents, as well as all hardcopy and publishable documentation resulting from the design and reports.

CRA has the right to use, distribute or dispose of the work products without the consent of the Contractor.

#### **10.0 SUBMISSIONS AND SELECTIONS**

All proposals shall be submitted in sealed envelopes bearing the words “RFP- 2018 Auditing Services for the Camden Redevelopment Agency.”

The proposal submission is to contain the following:

##### **10.1 Cover Letter:**

At a minimum, the cover letter shall include the name of the firm, address, telephone and fax number of main office and any branch office which will be involved in the project in any way.

## **10.2 Table of Contents**

## **10.3 Proposal Methodology:**

The Respondents shall submit a written plan briefly describing how the work will be completed. At a minimum, this plan shall include the work methodology and a work schedule.

## **10.4 Documentation of Experience:**

The CRA reserves the right to consider the Respondent's experience in awarding the contract.

## **10.5 References:**

Three professional references shall be provided to the CRA. References should be able to comment on Respondent's performance for similar work scopes. Reference information shall include name, affiliation, address, and telephone number.

## **10.6 Key Personnel:**

Respondent shall include a listing of key personnel associated with the items to be provided in the scope of work. Information, such as a resume, should be included for key personnel which describes responsibilities and duties performed for similar work scopes.

The Respondent shall also include a detailed staffing plan and an organizational chart for the Contractor's firm.

## **10.7 Professional Certificates and Licenses**

Respondent shall include evidence of all applicable licenses and certifications. Respondent shall submit a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by a Federal, State, or local agency.

## **10.8 N.J. Business Registration**

Respondent shall include proof of New Jersey Business Registration. **Failure to submit proof of N.J. Business Registration will result in the disqualification of your firm's proposal.**

## **10.9 Debarment Certification**

All business entities shall submit a completed Debarment Certification Form (**See Attached**)

## **10.10 Proof of Insurance:**

Respondent shall include a copy of the current insurance certificate(s) providing proof of adequate insurance coverage as presented in Section 14.0 below.

## **10.11 Conflicts of Interest**

Respondent shall include disclosure of any conflicts of interest, either actual or potential, or any other conditions that may influence the Contractor's performance or judgment while undertaking the Scope of Work described in this RFP.

## **11.0 COST PROPOSAL/SCHEDULE**

The Contractor shall provide a fixed price cost proposal including a schedule of hourly billing rates for all categories of staff who will be assigned to perform contract services, if a contract is awarded; other charges, if any, to be billed under the contract. Respondent shall submit a detailed time schedule for the performance of the auditing services.

## **12.0 SCHEDULE**

Within 30 days of receipt of proposals, the CRA will evaluate the proposals and select one contractor.

The Contractor will be paid upon the delivery and acceptance of the Deliverables.

## **13.0 EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS**

Companies and their subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential company must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

In response to this RFP, companies should furnish detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

## **14.0 INSURANCE REQUIREMENTS**

1. The company shall carry and maintain in full force and effect for the duration of this contract, and any supplement thereto, appropriate insurance. The company agrees to protect and defend, indemnify, and hold the CRA and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the CRA in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the CRA, death or damages to property (including property of the CRA) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether or not it is caused in part by the CRA. Company will designate and provide the CRA with the identity of a person or persons in company's employ who shall be responsible for handling claims from the public efficiently and expeditiously.

Policies shall be issued by an insurance company authorized to do business in the State of New Jersey.

2. Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract, and included in all subcontracts.
3. Insurance certificates must be presented at the time of bid, documenting coverage for the following:
  1. The Professional Service Contractor shall purchase the following insurance coverage for not less than the limits specified below or required by law, whichever is greater.
    - a. Commercial general liability insurance or its equivalent for bodily injury, personal injury, and property damage including loss of use, with minimum limits of:
      - i. \$1,000,000 each occurrence;
      - ii. \$1,000,000 personal and advertising injury;
      - iii. \$2,000,000 general aggregate; and
      - iv. \$1,000,000 products/completed operation aggregate.

This insurance shall include coverage for all of the following:

- General Aggregate limit;
  - Liability arising from premises and operations;
  - Liability arising from the actions of independent contractors;
  - Contractual liability including protection for the Professional Service Contractor from bodily injury and property damage claims arising out of liability assumed under this Contract; and
2. Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:
    - a. Liability arising out of the ownership, maintenance, or use of any auto;
    - b. Auto non-ownership and hired car coverage.
  3. Workers Compensation insurance or its equivalent with statutory benefits as required by any State or Federal law, including standard 'other states' coverage; employers liability insurance or its equivalent with minimum limits of:
    - a. \$1,000,000 each accident for bodily injury by accident;
    - b. \$1,000,000 each employee for bodily injury by disease ; and
    - c. \$1,000,000 policy limit for bodily injury by disease.
  4. Professional Liability: Professional Service Contractors (such as, but not limited to Architects, Engineers, Attorneys, Physicians, and Risk Management Consultants) shall provide the City of Camden with a certificate of insurance evidencing professional liability and/or



malpractice insurance with minimum limits of \$5,000,000 combined single limit.

5. Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
  - a. \$1,000,000 per occurrence;
  - b. \$1,000,000 aggregate for other than products/completed operations and auto liability; and
  - c. \$1,000,000 products/completed operations aggregate.
6. The City of Camden (appointed officials, officers, directors, trustees, consultants, agents, and employees) shall be named as additional insured's on Contractor's commercial general liability insurance with respect to liability arising out of the Contractor's Work (including products and completed operations as well as ongoing operations) and the certificate of insurance, or the certified policy, if required, must so state this.
7. Insurance provided to the City of Camden's (appointed officials, officers, directors, trustees, consultants, agents, and employees) as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the Owner and the Owner's (appointed officials, officers, directors, trustees, consultants, agents, and employees) shall be excess of and non-contributory with insurance provided by owner and Owner's (appointed officials, officers, directors, trustees, consultants, agents, and employees) as specified herein.

## **15.0 DEADLINE FOR SUBMISSION**

One original proposal and three copies must be submitted to the CRA as follows:

Bidders are required to submit their responses in a sealed envelope to the following address:

Camden Redevelopment Agency  
520 Market Street - City Hall, Suite 1300  
P.O. Box 95120  
Camden, NJ 08102  
**Attn: Johanna S. Conyer**  
**Director of Finance**

All bids are to be clearly marked, "2018 Auditing Services for the Camden Redevelopment Agency."

Proposals are due no later than 12:00 p.m. local time on Wednesday, October 23, 2018. The proposals must be sealed in an envelope with the title of this RFP and the Respondent's name, address and telephone number clearly marked on the envelope.

The above deadline is firm as to the date and hour. CRA will treat as ineligible for consideration any submission that is received after that deadline.

Upon receipt of each proposal, CRA will date and stamp it to evidence timely or late receipt and upon request, will provide the Respondents with an acknowledgement of receipt. Faxed submissions will not be accepted. All submissions become the property of CRA and will not be returned.

#### **16.0 INSTRUCTIONS FOR SUBMISSIONS OF INQUIRIES**

Questions and inquiries regarding the RFP will be accepted in writing until 12:00 p.m. on Monday, October 9, 2018. All questions responded to by the CRA will be forwarded as addenda to this RFP no later than Friday, October 12, 2018. Questions and inquiries shall be submitted to:

**Joconyer@ci.camden.nj.us**

**Attn: Johanna S. Conyer**

**Director of Finance**

#### **17.0 ATTACHMENTS**

1. Business Entity Disclosure Certification
2. Debarment Certification

ATTACHMENT #1

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**CAMDEN REDEVELOPMENT AGENCY**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the \_\_\_\_\_ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (*date of award scheduled for approval of the contract by the governing body*) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Camden Redevelopment Agency** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

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**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership     
  Corporation   
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership   
  Limited Liability Corporation     
  Limited Liability Partnership

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
|                              |              |
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**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_,  
2 \_\_.

\_\_\_\_\_  
(Affiant)

My Commission expires:

\_\_\_\_\_  
(Print name & title of affiant) (Corporate Seal)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
Required Pursuant To N.J.S.A. 19:44A-20.8  
**CAMDEN REDEVELOPMENT AGENCY**

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

**“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)**

**19:44A-20.6 Certain contributions deemed as contributions by business entity.**

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

**19:44A-20.7 Definitions relative to certain campaign contributions.**

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

**Temporary and Executing**

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that

election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

ATTACHMENT #2

**DEBARMENT CERTIFICATION FORM**

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, \_\_\_\_\_ an authorized representative of \_\_\_\_\_ (company) certify that  
\_\_\_\_\_ (company) is not debarred from receiving Federal funds.

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

\_\_\_\_\_ **(print name)**

\_\_\_\_\_ **(title)**

\_\_\_\_\_ **(date)**