

## RUNNEMEDE BOARD OF EDUCATION

### REQUESTS FOR PROPOSAL

#### **Purpose**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Runnemede Board of Education located at 505 W. Third Avenue, Runnemede, New Jersey 08078 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2013 to June 30, 2014.

#### **Board of Education Auditor**

Request for qualifications is on file at the Board Secretary/Business Administrator's office at 505 W. Third Avenue, Runnemede, New Jersey 08078.

All RFQ's must be received by the Board of Education Board Secretary/Business Administrator **no later than 2:00pm on May 2, 2013** at the Board of Education office located at 505 W. Third Avenue, Runnemede, New Jersey 08078. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Joanne Augustine at 856-931-5367.

All statements of qualifications for professional service contracts shall include at a minimum the information listed in the Notice of Solicitation.

#### **Scope of Services**

The Board of Education desires to appoint a firm of certified public accountants/ Public School Accountants to act as board auditors for the Runnemede Board of Education. Applicant should demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues. Any experience or knowledge of matters that directly affect the Runnemede Board of Education should be addressed.

#### **Minimum Requirements**

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered school board accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education within the State of New Jersey.

4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.
8. Must provide a copy of the firm's peer review report.

### **Evaluation of Proposals**

The Runnemede Board of Education intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated by the School District on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- Experience with NJ public school districts and reputation in the field;
- Knowledge of the Runnemede School District and the subject matter to be addressed under the contract;
- Availability to accommodate any required meeting of the School District;
- Compensation proposed;
- Other factors if demonstrated to be in the best interest of the School District.

Any questions regarding this Request for Proposals should be directed to Joanne Augustine, School Business Administrator of the Runnemede School District.

Please submit two (2) copies of the proposal to:

Joanne Augustine, Business Administrator  
Runnemede Board of Education  
505 W. Third Avenue  
Runnemede, New Jersey 08078

All Submissions must be received at the School District's Administrative Office **by 2:00 pm on May 2, 2013** at which time they will be opened and reviewed by the Business Administrator.