

THE BOROUGH OF BEACHWOOD is seeking proposals from respondents that are Registered Municipal Accountants in the State of New Jersey and have the experience and knowledge to provide Municipal accounting services to prepare the **2013** Municipal Audit for the Borough of Beachwood, and the required related accounting services.

Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capability to perform the following services, if awarded a contract.

SCOPE OF SERVICES

The Independent Auditor shall audit the BOROUGH's financial statements and related notes of the various funds for the year ending December 31, 2013 and all other related statements and supplementary schedules prepared in conformity with the Requirements of Audit as promulgated by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") for the year then ended, for the purpose of expressing an opinion on them as to whether the financial statements are fairly presented, in all material respects, in conformity with accounting practices prescribed by the Division which is a comprehensive basis of accounting other than accounting principals generally accepted in the United States of America. The financial statements and related notes of the various funds and supplementary schedules will be provided to the Independent Auditor by the Fee Accountant appointed by the BOROUGH.

The Independent Auditor shall 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 the audit requirements prescribed by the Division.

If applicable, the Independent Auditor will audit the BOROUGH's compliance with the types of compliance requirements described in U.S. Office of Management and Budget ("OMB") *Circular A-133 Compliance Supplement* and the New Jersey *State Aid/Grant Compliance Supplement* that could have a direct and material effect of each of the BOROUGH's major federal and state programs. If applicable, the schedules of expenditures of federal and state awards will be subjected to auditing procedures applied in the audit of the financial statements. If applicable, the schedules of expenditures of federal and state awards will be provided to the Independent Auditor by the Fee Accountant appointed by the BOROUGH.

Borough of Beachwood

Request for Professional Services To Audit 2013 Budget

Requirements

The auditor/firm must have the following:

At least 5 years experience in public sector accounting
A working knowledge of utility budgets, bond financing
Satisfy all other requirements as set forth by New Jersey state law and Borough of Beachwood Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Peer Review
Description of software used during audit process.
Brief narrative of abilities
3 references
Cost per audit
Itemized list of all other fees and charges
Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years
Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury
Certification as to the truth of the above two statements

9 copies must be submitted can be on disc (9 with one hard copy) .

Borough Audit for 2013 as per "Scope of Services"

PUBLIC NOTICE FOR THE SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR THE BOROUGH OF BEACHWOOD FOR THE PERIOD OF JANUARY 1, 2014 THROUGH COMPLETION OF 2013 AUDIT

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Municipal Clerk of the Borough of Beachwood by January 15, 2014 Municipal Complex located at 1600 Pinewald Road, Beachwood New Jersey for the following Professional Services:. Each package must state it is for the 2013 Municipal Audit.

RMA to perform 2013 Beachwood Municipal Audit

Standardized submission requirements and section criteria are on file and available in the Office of the Municipal Clerk, 1600 Pinewald Road, Beachwood, New Jersey; phone 732-286-6000, extension 213.

Submission information is detailed in this notice. **Submittal shall be in Word format/pdf and submitted on a computer disc.**

Municipal Services Package will be one (1) Hard copy and Nine (9) disc copies for Municipal Services and

All Professional Service contractors are required to comply with the requirements of 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-1, et seq. and N.J.A.C. 17:27 et seq. (Contract Compliance and Equal Employment Opportunities in Public Contracts).

Submissions by corporations and partnerships shall include a completed disclosure of ownership form (N.J.S.A. 52:25-24.2) and a non-collusion affidavit.

The Borough Council reserves the right to reject any and all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Borough. The Borough Council shall award the contract or reject any and all submissions in January, 2014.

Susan A. Minock
Municipal Clerk