

RAHWAY VALLEY SEWERAGE AUTHORITY
REQUEST FOR PROPOSALS (RFP) FOR ACCOUNTANT SERVICES – CONTRACT
#1103, FOR THE AWARD OF A CONTRACT THROUGH A FAIR AND OPEN
PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.5, ET SEQ.

I. Introduction

The Rahway Valley Sewerage Authority (Authority) is seeking proposals for a Professional Accountant, specifically to perform the 2010 Audit and provide accounting services on matters that may arise during the calendar year. The contract for these services shall be for the period January 1, 2011 to December 31, 2011.

Said services, such as “Professional Services” and “Extraordinary Unspecifiable Services” are exempt from the public bidding requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

All responders should familiarize themselves with the Authority’s Professional Service Agreement (PSA) / Extraordinary Unspecifiable Service Agreement (EUSA) and be able to fully execute same if they are the chosen responder.

II. Services

The work to be performed by the successful proposer shall include but not be limited to the following:

Task 1

Perform the 2010 Audit of the Authority’s finances. Attend an Authority meeting to present said report and findings to the Board of Commissioners, and to provide 50 bound copies of the final Audit Report to the Authority.

The fee for these services will be the “Retainer Fee” and will be paid in a lump sum upon completion and submission of the aforementioned report.

Task 2

Provide assistance for any other financial matters that may arise during the calendar year 2011.

For budgetary purposes, assume 40 hours for these services. The fees/rates for these services shall be outlined in a rate schedule as noted in Section IV.

III. Required Information

The response to the RFP shall include but not be limited to the following:

1. The proposal covering all items as outlined under Section “II. Services”, above.
2. The firm’s name, mailing address, name of primary contact, telephone number, fax number and email address.
3. A description of qualifications, experience.

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4. A summary of the names of your firm’s key personnel who will be involved with the “services” outlined herein, including but not limited to experience with comparable work and length of time in providing these services to sewerage authorities, municipalities and/or any other government agency.
5. A copy of your firm’s current State of New Jersey Business Registration Certificate as required by State Law P.L. 2004, c.57.
6. A copy of your firm’s Federal Affirmative Action Plan, New Jersey Certificate of Approval for Affirmative Action or a completed AA-302 form (blank forms are available from the Authority).
7. In accordance with Chapter 271 of P.L. 2005, and in addition to any other documentation submitted in response to the Authority’s request for proposals, each responder shall submit a list of all applicable, reportable political contributions (a copy of the form can be downloaded from our web site) made by the responder during the previous twelve (12) months immediately preceding the date of the submission.
8. A completed Stockholder Disclosure Certification as required by law (a copy of the form can be downloaded from our web site).
9. A copy of your firm’s Insurance Certificate as outlined in the Authority’s PSA / EUSA.

Any and all **questions must be submitted** in writing to the Authority’s Office Administrator at the Authority’s office, 1050 East Hazelwood Avenue, Rahway, NJ 07065, **no later than October 20, 2010.**

IV. Proposals

Respondents shall submit one original and two copies (no faxes) of the formal proposal including all applicable billing amounts for: Specified Tasks, Retainer Fees, Hourly Rates, Blended Hourly Rates, Per Diem Rates, Multipliers, and Not To Exceed Amount, as well as all “Required Information”, to the Authority’s Office Administrator at the Authority’s office, 1050 East Hazelwood Avenue, Rahway, NJ 07065, by 11:00 a.m., October 27, 2010 **with the words “SEALED PROPOSAL FOR CONTRACT #1103” on the outside of the envelope. Contracts being received on October 27, 2010 will be opened and read aloud, beginning at 11:00 a.m.**

<u>Task</u>	<u>No.</u>	<u>Description</u>	<u>Amount</u>
	1	Perform 2010 Audit as outlined in Section II.	\$ _____
	2	Provide Accountant Services as necessary. For budgetary purposes, assume 40 hours for these services.	\$ _____
		Total Tasks 1 and 2	\$ _____

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V. Selection Criteria

Proposals shall be evaluated by the Authority based on that which is most advantageous to the Authority, taking into consideration the following factors, of which no single one shall be determinative:

1. Qualifications of the individuals who will perform the tasks and your firm's references.
2. Ability to perform the tasks in a timely fashion.
3. Cost competitiveness.
4. Other items that the Authority deems necessary for evaluation of proposals and award of a contract.
5. Any other factors demonstrated to be in the best interests of the Authority.

Issuance of this RFP does not commit the Authority to award a contract, to pay any costs incurred in preparation of a response to this request, or to procure or contract any services or supplies. The Authority reserves the right to reject any and all proposals, and to re-solicit as necessary.

JG/jg