



# Request for Qualifications

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## Accounting Support Services

The Parking Authority of the City of Camden

New Jersey

**Issued by:**

**Parking Authority of the City of Camden**

**10 Delaware Avenue**

**Camden, NJ 08102**

**Ms. Kathleen Mullins, Project Manager**

**Phone: 856-757-9300**

**Facsimile: 856-964-9317**

**Available: Monday, December 18, 2017 at 10:00 AM**

**Due: Wednesday, January 3, 2018 at 10:00 AM**

**Opening: Wednesday, January 3, 2018 at 2:00 PM**

**NOTE:** The Parking Authority of the City of Camden will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Qualifications.

**REQUEST FOR QUALIFICATIONS  
FOR THE PROVISION OF ACCOUNTING SUPPORT SERVICES FOR 2018**

**ISSUE DATE: Monday, December 18, 2017**

**DUE DATE: Wednesday, January 3, 2018 at 10:00 AM**

**Issued by:**

**The Parking Authority of the City of Camden**

## **GLOSSARY**

The following definitions shall apply to and are used in this Request for Qualifications:

“Parking Authority” –

refers to The Parking Authority of the City of Camden.

“Qualifications Statement –

refers to those Respondents who (in the sole judgment of the Parking Authority) have satisfied the qualification criteria set forth in this RFQ.

“RFQ” –

refers to this Request for Qualifications, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” –

refers to the interested firm(s) that submit a Qualifications Statement.

## **SECTION 1**

### **INTRODUCTION AND GENERAL INFORMATION**

#### **1.1 Introduction and Purpose.**

The Parking Authority is soliciting Qualifications Statements from interested persons and/or firms for the provision of various Accounting Support Services as more particularly described herein:

#### **SCOPE OF SERVICES**

- Assistance in preparation of financial and cost accounting records.
- Assist with annual budgeting process and coordinate annual audit activities.
- Assist with reports, billing, budgeting, contract compliance and other financial activities and provide direction to Authority accounting staff.
- Refinement of revenue/cost center analysis.
- Respondent must be available to the Parking Authority on an as needed basis.
- An Accounting Partner must be available to work in the Parking Authority of the City of Camden office up to hours 4 per week during normal business hours.
- An Accounting Supervisor must be available to work in the Parking Authority of the City of Camden office up to 8 hours per week during normal business hours and function as the in-house Accountant of the Parking Authority.

- Must be available to attend monthly Board meetings to give a detailed monthly financial report.
- Must be available to attend meetings inside and outside the Parking Authority offices when necessary.
- Assist the Executive Director in the development and implementation of the Authority's operations reports for the Adventure Aquarium parking lots.
- Assist the Executive Director in administering the daily parking reports and operation analysis reports.
- Assist the Executive Director in reviewing the annual operating budget.
- Provide technical assistance in connection with financial and construction of new parking facilities.
- Cost for Accounting Support Services shall not exceed \$2000.00 per month
- Assist the Executive Director with the review and recommendation of all programs, policies and regulations in governing the accounting and operating processes of all parking activities.

Through a Request for Qualifications process described herein, persons and/or firms interested in assisting the Parking Authority with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The Parking Authority will review Qualification Statements only from those firms that submit a Qualification Statement which includes all the information required to be included as described herein (in the sole judgment of the Parking Authority). The Parking Authority intends to qualify person(s) and/or firm(s)

that (a) possesses the professional capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Board of Commissioners of the Parking Authority of the City of Camden to provide the greatest benefit to the Parking Authority.

**1.2. Contract Period.**

Contract period is for One (1) Year commencing February 1, 2018 through January 31, 2019.

**1.3. Procurement Process.**

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq., however. The Parking Authority has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 5 of this RFQ, which will be applied in the same manner to each Qualifications Statement received.

Qualification Statements will be reviewed and evaluated by the Parking Authority and its advisors (collectively, the “Review Team”). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial requirements described in this RFQ. Under no circumstances will a member of the Review Team review responses to an RFQ for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the Parking Authority will (in its sole judgment) determine which Respondents are qualified. Each Respondent that meets the requirements of the RFQ (in the sole judgment of the Parking Authority)

will be designated as a Qualified Respondent and will be eligible for a future award of a contract for Accounting Support Services.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Parking Authority reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

Subsequent to issues of this RFQ, the Parking Authority (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Parking Authority.

**TABLE 1**

**ANTICIPATED PROCUREMENT SCHEDULE**

**MAY BE SUBJECT TO CHANGE**

<b><u>ACTIVITY</u></b>	<b><u>DATE</u></b>
<b>1. Issuance of Request for Qualifications</b>	<b>Monday, December 18, 2017</b>
<b>2. Receipt of Qualifications Statements</b>	<b>Wednesday, January 3, 2018 at 10:00 AM</b>
<b>3. Opening of Responses</b>	<b>Wednesday, January 3, 2018 at 2:00 PM</b>
<b>4. Review Team Analysis of Responses</b>	<b>Wednesday, January 17, 2018</b>
<b>5. Parking Authority Resolution Designating Qualified Respondents on or about</b>	<b>Monday, January 22, 2018</b>

**Section 1.4. Conditions Applicable to RFQ.**

Upon submission of a Qualification Statement in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an RFP.
- This RFQ does not commit the Parking Authority to issue an RFP or to award a contract.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The Parking Authority reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and



all Respondents responding to this RFQ from further consideration for this procurement.

- The Parking Authority reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Qualification Statement that is not responsive to the requirements of this RFQ.
- The Parking Authority reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- All Qualification Statements shall become the property of the Parking Authority and will not be returned.
- All Qualification Statements will be made available to the public at the appropriate time, as determined by the Parking Authority (in the exercise of its sole discretion) in accordance with laws.
- The Parking Authority may request Respondents to send representatives to the Parking Authority for interviews.
- **Any and all Qualification Statements not received by the Parking Authority by 10:00 AM Prevailing Time on Wednesday, January 3, 2018 will be rejected.**
- Neither the Parking Authority, nor their respective staffs, Respondents or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Qualification Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Qualification Statement or for participating in this procurement process.

### **Section 1.5. Rights of Parking Authority.**

The Parking Authority reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFQ and the procurement process in accordance with the provisions of applicable law:

- To determine that any Qualification Statement received complies or fails to comply with the terms of this RFQ.
- To supplement, amend or otherwise modify the RFQ through issuance of addenda to all prospective Respondents who have received a copy of this RFQ.
- To waive any technical non-conformance with the terms of this RFQ.
- To change or alter the schedule for any events called for in this RFQ upon the issuance of notice to all prospective Respondents who have received a copy of this RFQ.
- To conduct investigations of any or all of the Respondents, as the Parking Authority deems necessary or convenient to verify the information provided as part of the Qualification Statement and to request additional information to support the information included in any Qualification Statement.
- To suspend or terminate the procurement process described in this RFQ at any time (in its sole discretion.) If terminated, the Parking Authority may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Parking Authority shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

**Section 1.6. Addenda or Amendments to RFQ.**

During the period provided for the preparation of responses to the RFQ, the Parking Authority may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Parking Authority and will constitute a part of the RFQ. All responses to the RFQ shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

**Section 1.7. Cost of Proposal Preparation.**

Each proposal and all information required to be submitted pursuant to the RFQ shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the Parking Authority, its staff, Board of Commissioners, employees or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Qualification Statement or other information required by the RFQ.

**Section 1.8. Proposal Format**

Responses should cover all information requested in the Submission Requirements section.

Responses which in the judgment of the Parking Authority fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

**SECTION 2**

**SCOPE OF SERVICES**

It is the intent of the Parking Authority to solicit Qualification Statements from Respondents that have expertise in the provision of Accounting Support Services. Accounting Firms and/or persons responding to this RFQ must be able to demonstrate

that they have the requisite experience and continuing capabilities to perform these services.

## **SECTION 3**

### **SUBMISSION REQUIREMENTS**

#### **Section 3.1. General Requirements.**

The Qualifications Statement submitted by the Respondent must meet or exceed the professional administrative qualifications set forth herein and shall incorporate the information requested below.

In addition to the information required as described herein, a Respondent may submit supplemental information with their submission that is felt may be useful in evaluating its Qualification Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

The Respondent's submission shall include a Cover Letter and attachments including but not limited to a Qualification Statement and Appendixes A, B, C and D. Failure to submit complete Submission Requirements can result in disqualification of the Respondent. Failure to submit all information required by each document can also result in rejection of the Respondent's qualification response.

Qualification Submissions must be submitted through the delivery of one (1) original and four (4) hard copies in letter size. The Respondent shall conform the organization of the submission to the following order and divisional sectioning as set forth in Section 3.2 below.

#### **Section 3.2. Administrative Information Requirements**

The Respondent shall submit a Qualifications Statement which provides the following information:

1. **Cover Letter Narrative.** The Respondent shall provide a

narrative that demonstrates the Respondent's overall experience in providing the type of services sought in the RFQ. The Respondent shall explain the relevance of its past experience to the RFQ. The narrative statement shall also demonstrate the Respondent's understanding of the Parking Authority's needs and goals.

2. Qualifications Statement. The Qualification Statement shall include the following:

A. Accounting Support Services. The Qualification Statement shall state Respondent's qualifications to perform the Scope of Services contained in Paragraph 1.1.

B. Respondent's profile.

(1) Contact information. The Respondent's name, address, and telephone number, and the name, telephone number and email address of the key contact person.

(2) Business Organization. A description of the Respondent's business organization (i.e., corporation, partnership, joint venture, etc.), its ownership and its organizational structure.

(i) Provide the names and business addresses of all Principals of the Respondent or Respondents submitting the Qualification Statement. For purposes of this RFQ, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm.

(ii) If a Respondent is a partially owned or a fully owned subsidiary or another business organization, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the Respondent submitting a Qualification Statement. Describe the approval process.

C. Past Experience and Performance.

(1) Describe Respondent's past experience and performance relating to the performance of accounting services similar to those that are the subject of the current procurement, and how responsibly the Respondent provided those accounting services.

Note: The Parking Authority requires that the Respondent demonstrate:

(2) Substantial Experience: The Supervising Accountant shall have not less than five (5) years of experience in the performance of accounting support services set forth in Section 1.1 for which the Respondent seeks to be qualified.

(3) Demonstrated capability: Demonstrate, in the sole opinion of the Parking Authority, that the Respondent has proven experience and capability to complete accounting services set forth in Section 1.1 for which the Respondent seeks to be qualified.

D. Management/Resources.

Describe the Respondent's personnel structure, such as its proposed staffing for the service to be procured including but not limited to the designation of the Respondent's Supervising Accountant.

(1) Required personnel: The Respondent shall demonstrate that it employs the appropriate number and types of licensed staff accountants and other staff that would be required, to enable the Respondent to successfully perform the accounting services set forth in Section 1.1 for which the Respondent seeks to be qualified.

These personnel include, but are not limited to a Supervising Accountant with demonstrated sufficient experience and knowledge, with the ability, authority, and responsibility sufficient to oversee and direct the work and to represent the Respondent in its dealings with the Parking Authority. Respondent must also demonstrate that it has sufficient overall qualified staff accountant(s) to support its performance of the work.

E. Technical Criteria.

Demonstrate a clear understanding of the scope of work for the accounting support services in Section 1.1 in which the Respondent seeks to be qualified.

F. Miscellaneous.

(1) Licenses. Confirm appropriate state and where applicable, federal licenses to perform accounting activities.

(2) Affirmative Action Compliance. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

(3) Judgments. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.

(4) Bankruptcy. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

(5) Parking Authority/Camden City. List all immediate relatives of Principals(s) or Respondent who are officers, employees, or immediate relatives of the Parking Authority or the City of Camden. For purposes of the above, “immediate relative” means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

(6) The Parking Authority requires that the selected Respondent must:

(i) Not be a party to, or otherwise involved in, any pending litigation, investigation, financial foreclosure or other action, or any other procedure that would in any way impair its ability to perform its responsibilities under the anticipated contract;

(ii) Not be affiliated with, owned by, or otherwise engaged with any other firms that could pose a real potential conflict of interest with the Parking Authority.

(iii) Not be receiving, either as an organization and/or on the part of its owners, principals, or executives, any financial benefit from the services to be provided to the Parking Authority other than as a direct result of the fees to be paid by the Parking Authority under the anticipated contract;

(iv) Not be in arrears for any taxes, fees, or other obligations;



(v) Not be found guilty of, either as an organization and/or on the part of its owners, principals, or executives, any illegal activities that preclude it from establishing contracts with government entities.

G. Resumes. Attach the Supervising Accountant's Resume with three references. Attach the resume of all Staff Accountants who will be assigned to perform work.

H. Qualifications Letter. Attach an executed Qualification Letter (See Appendix A to this RFQ).

I. Letter of Intent. Attach an executed Letter of Intent (See Appendix B).

J. Disclosure Statement. (N.J.S.A. 40A:9-22.1 et seq.) (See Appendix C).

K. Statement of Ownership. (N.J.S.A. 52:25-24.2) (See Appendix D).

L. Mandatory Equal Employment Opportunity Language (N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.) (See Exhibit 1)

M. Non-Collusion Affidavit (N.J.S.A. 52:34-15) (See Exhibit 2)

## SECTION 4

### INSTRUCTIONS TO RESPONDENTS

#### **Section 4.1. Submission of Qualifications Statements.**

Respondents must submit an original and four (4) copies of their Qualification Statement to the Designated Contact Person:

Ms. Kathleen Mullins, Project Manager  
Parking Authority of the City of Camden  
10 Delaware Avenue  
Camden, NJ 08102-2404

Qualifications Statements must be received by the Parking Authority no later than 10:00 AM (Prevailing Time) on Wednesday, January 3, 2018, and must be mailed or hand delivered. Qualification Statements forwarded by facsimile or e-mail will not be accepted. Qualifications Statements received after this time will not be considered. The Parking Authority will not bear responsibility for delays in delivery for any reason.

To be responsive, Qualification Statements must provide all requested information, and must be in strict conformance with the instructions set forth herein. Qualification Statements and all related information must be signed and acknowledged by the Respondent.

All communications concerning this RFQ or the RFQ process shall be in writing and directed to:

Kathleen Mullins, Project Manager  
Parking Authority of the City of Camden  
10 Delaware Avenue  
Camden, New Jersey 08102

E-mail: [kmullins@camdenparking.net](mailto:kmullins@camdenparking.net)

## **SECTION 5**

### **EVALUATION**

The Parking Authority's objective in soliciting Qualification Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the Parking Authority. The Parking Authority will consider Qualification Statements only from firms or organizations that, in the Parking Authority's judgment, have demonstrated the capability and willingness to provide high quality services in the manner described in this RFQ.

1. Selection of Respondent.

In accordance with the State of New Jersey, Office of Comptroller's "Best Practices for Awarding Services Contracts", the Parking Authority's objective is to pre-qualify an accountant for accounting support services ("Respondent") for the services to be rendered at compensation determined as fair and reasonable by the Parking Authority Board of Commissioners.

2. Review Team.

A. Review Team. Respondent's qualifications and proposals will be evaluated by a Review Team composed of representatives from the Parking Authority. The Review Team will utilize predetermine evaluative criteria as set forth herein in reviewing a Respondent's submittals so that the procurement process is transparent and accountable in its method of pre-qualification.

B. Conflicts of Interest.

(1) Before reviewing any proposals, each person evaluating qualifications and proposals shall assess their own affiliations and financial interests and those of their families that relate to their duties as someone evaluating a proposal to

ensure they do not have a conflict of interest. For these purposes, a person has a conflict of interest with a proposal if that person or spouse, parent, or child would be in violation of the Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq. Any person with a conflict of interest related to the competitive contracting proposal shall not participate in the evaluation process.

(2) Prior to evaluating the proposals, each individual participating in the evaluation of a proposal shall execute a statement in accordance with (1) above certifying they do not have a conflict of interest. Such statement shall reflect the provisions at (1) above which related to possible conflict of interest situations. This statement shall be filed with the Parking Authority's Special Counsel, prior to the beginning of the evaluation process. The certification shall be as follows:

*"I hereby certify that I have reviewed the conflict of interest standards in the Local Government Ethics Law and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of these entities submitting proposals or their parent or subsidiary organization."*

### 3. Proposal Evaluations.

The Review Team will review and evaluate the written qualifications and proposals based on quality and substance. Review Team members may solicit and share reference information (whether supplied by the Respondent or others) and may obtain and share technical advice from the Parking Authority staff concerning any proposal or financial arrangement and incorporate this information into their evaluation. The written qualifications and proposals will be evaluated against the criteria enumerated below in this Request for Qualifications.

Respondents are advised that the Parking Authority reserves the right to meet with Respondents to discuss details of their proposal and/or to request written clarification or additional details necessary to clearly understand the proposal. All such additional, supplemental or clarifying information may be considered as part of the technical evaluation of qualifications and proposals.

In-person presentations to the Review Team may be required or may be waived at the discretion of the Parking Authority. In-person presentations, if necessary, will provide an opportunity for the Respondents to clarify or elaborate on its proposal but may not in any way change the Respondent's original proposal.

Note: Presentations during the evaluation process shall address only those matters specified by the Parking Authority. The presentation shall not be used for negotiation of a contract contrary to law.

4. Evaluation Criteria.

Criteria for Evaluating Respondents.

A. Past experience and performance. Past experience and Performance relate to a Respondent's history in performing accounting support services similar to those that are the subject of the current procurement, and how responsibly the Respondent provided those accounting support services, including its adherence to performance deadline. The following evaluation criteria will also be submitted by each Respondent:

(1) Has the Respondent performed the specified accounting support services for any parking authority in the past?

(2) Has the Respondent performed the specified accounting support services for other government units in the past?

(3) Has the Respondent performed the specified accounting support services for the private sector in the past?

B. Management: Supervising Accountant/Staff Accountant(s).

Management criteria generally pertain to the Respondent's personnel structure, such as its proposed staffing for the service to be procured.

(i) Qualifications of the Supervising Accountant: The Respondent's Supervising Accountant will be required to demonstrate verifiable, successful experience in accounting services that it seeks qualification.

(ii) The Respondent must provide the names and titles and resumes of all staff accountants who will perform accounting services.

5. Scored Criteria.

Responses will be evaluated based on the criteria set forth herein and scored on an equal basis as follows:

<u>Criteria</u>	<u>Points</u>
1. Number of years in business;	10
2. Qualifications/Experience with Parking Authorities And/or other Independent Municipal Authorities;	30
3. Proposed Work Plan including ability to perform Services; staff assigned; response time/availability;	40
4. Cost for services	20
	<hr/>
Maximum Total Points	100

Only those Respondents receiving a total score of eighty (80) points or higher will be deemed qualified.

The Review Team will analyze each Respondent's submission(s) and will arrive at a consensus score to be given in each category set forth above.

6. Approval and Award.

A. Once the selection process has been completed, the Review Team will recommend to the Board of Commissioners the qualifications of accountants who are deemed qualified to provide accounting support services.

B. The Parking Authority reserves the right to not qualify Respondents.

C. Upon the Parking Authority's Board of Commissioners approval of a contract, if any, for Accounting Support Services, the Parking Authority will enter into an Agreement in a form approved by the Parking Authority.

D. The Parking Authority reserves the right to cancel the award of a contract before execution if the Parking Authority deems such cancellation to be in its best interest. In no event will the Parking Authority have any liability for the cancellation of such award. The Respondent assumes the sole risk and responsibility for expense incurred prior to the Parking Authority's execution of the contract and receipt of an acknowledgment of Accounting Support Services guidelines. Respondent shall not commence work until receipt of a Notice to Proceed.

E. Within ten (10) working days of the approval of the Board of Commissioners Resolution approval of a contract, a Respondent shall properly execute three (3) copies of a contract prepared by the Parking Authority's Special Counsel and deliver the Contract to the Parking Authority together with proof of insurance, including but not limited to professional liability insurance, and other documents as may be specified by the Parking Authority's Special Counsel. The Executive Director will execute all copies of the contract and will return one (1) executed copy to the Respondent.

Note: The award of a contract is subject to the Respondent's Provision of a Campaign Financial Disclosure Form and Compliance with Pay to Play provisions in effect at the time that the contract is awarded.

**THE PARKING AUTHORITY OF THE CITY OF CAMDEN**

**REQUEST FOR QUALIFICATIONS CHECK LIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION PACKAGE. A SUBMISSION WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REJECTION.**

Please initial below, indicating that your response includes the itemized document.

- A. An original and four (4) signed copies of your complete qualification statement \_\_\_\_\_
- B. Signed Appendix A Letter of Qualification \_\_\_\_\_
- C. Signed Appendix B Letter of Intent \_\_\_\_\_
- D. Exhibit 1, Mandatory Equal Employment Opportunity Statement \_\_\_\_\_
- E. Exhibit 2, Non-Collusion Affidavit properly notarized \_\_\_\_\_
- F. Appendix C, Disclosure Statement \_\_\_\_\_
- G. Appendix D, Statement of Ownership \_\_\_\_\_
- H. Authorized signatures on all forms \_\_\_\_\_
- I. Business Registration Certificate(s) \_\_\_\_\_
- J. Insurance Certificate(s) \_\_\_\_\_

Note: N.J.S.A. 52:34-44 provides that the Parking Authority of the City of Camden shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its qualifications.

**THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS**

\_\_\_\_\_  
**Name of Respondent**

\_\_\_\_\_  
**Person, Firm or Corporation**

**By:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**



**APPENDIX A**  
**LETTER OF QUALIFICATIONS**

**(Note: To be typed on Respondent's Letter. No modifications may be made to this letter.)**

(Insert date)

Kathleen Mullins, Project Manager  
Parking Authority of the City of Camden  
10 Delaware Avenue  
Camden, New Jersey 08102

Dear Ms. Mullins:

The undersigned has/have reviewed my/our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the Parking Authority, dated Monday, December 18, 2017, in connection with the Parking Authority's need for an Accounting Support Services Respondent.

I/We affirm that the contents of my/our Qualification Statement (which Qualification Statement is incorporated herein by reference) is accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

\_\_\_\_\_  
(Signature of Supervising Accountant)

(Type Name and Title)

(Type Name of Firm)\*

Dated: \_\_\_\_\_

\* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

## APPENDIX B

### LETTER OF INTENT

**(Note: To be typed on Respondent's Letter. No modifications may be made to this letter.)**

(Insert date)

Kathleen Mullins, Project Manager  
Parking Authority of the City of Camden  
10 Delaware Avenue  
Camden, New Jersey 08102

Dear Ms. Mullins:

The undersigned, as Respondent, has (have submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the Parking Authority, dated Monday, December 18, 2017, in connection with the Parking Authority's need for Accounting Support Services.

(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agree (agrees) to participate in good faith in the procurement process as described in the RFQ and to adhere to the Parking Authority's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Parking Authority.
5. (Name of Respondent) declares (declare) that this Qualification Statement is made without connection with any other person, firm or parties who has (have) submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges (acknowledge) and agrees (agree) that the Parking Authority may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Parking

Authority shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. (Name of Respondent) acknowledges (acknowledge) that any contract executed with respect to the provision of (insert services) must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

---

(Signature of Supervising Accountant)

(Type Name and Title)

(Type Name of Firm)\*

Dated: \_\_\_\_\_

\* If a joint venture, partnership or other formal organization is submitting a Qualifications Statement, each participant shall execute this Letter of Qualifications.

**APPENDIX C**  
**DISCLOSURE STATEMENT**  
**N.J.S.A. 40A:9-22.1 et seq.**  
**(Must be completed for Response to be accepted.)**

The attention of Respondents is drawn to the provision of the Local Government Ethics Law (N.J.S.A. 40A:9-22.1 et seq.) which prohibits a Municipal Officer or employee or member of his/her immediate family from having an interest in a business organization or engaging in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every Respondent must disclose below, being a Parking Authority Officer or City of Camden Employee or whether an immediate family member is a Parking Authority Officer or employee. If the Respondent is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the Respondent, or a member of the Respondent's immediate family, or anyone having an interest in the Respondent's business organization including their immediate family members, an officer or employee of Parking Authority or the City of Camden.

NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, provide the name of the individual and identify the position held, below, and notify, in writing,

Kathleen Mullins, Project Manager  
Parking Authority of the City of Camden  
10 Delaware Avenue  
Camden, New Jersey 08102

(Note: All terms used herein are to be construed in accordance with their meaning under the local Government Ethics Law cited above.)

Name of Respondent: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

**APPENDIX D**  
**STATEMENT OF OWNERSHIP**  
**N.J.S.A. 52:25-24.2**

**(Must be completed for Response to RFQ to be accepted.)**

P.L. 1977, C. 33, 1, N.J.S.A. 52:25-24.2, became effective on March 8, 1977. It requires corporate and partnership Respondents for contracts with the Parking Authority to submit a statement setting forth the following:

1. The names and addresses of all stockholders of a corporate Respondent who own ten percent (10%) or more of its stock.
2. The names and addresses of all partners of a partnership Respondent who own ten percent (10%) or more of its partnership interests.
3. If one or more such stockholders of partners is itself a corporation or partnership, the names and addresses of all stockholders holding ten percent (10%) or more of that latter corporation's stock, or the names and addresses of all partners holding a ten percent (10%) or more interest in latter partnership.

In addition, the Parking Authority, in the event that a Respondent is a limited liability company, requires that the Respondent must submit a statement setting forth the following: (i) the names and addresses of all members owning a ten percent (10%) or greater interest therein and, if any member of the limited liability company is a corporation or a partnership or a limited liability company, (ii) the company is a corporation or a partnership or a limited liability company, (iii) the names and addresses of the stockholders or partners or members holding a ten percent (10%) or greater interest in such corporation, partnership or limited liability company.

The statement of such names and addresses must be submitted to accompany the Response. **No Respondent will be qualified if there is a failure to comply with the requirements set forth above.**

LIST HERE (OR ATTACH) THE NAMES AND ADDRESSES REQUIRED, AS DISCUSSED ABOVE.

**EXHIBIT 1**

**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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 receive 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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 but 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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

**Exhibit 2**

**NON-COLLUSION AFFIDAVIT**

State of New Jersey

County of \_\_\_\_\_

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_, of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid entitled  
\_\_\_\_\_, and that I executed the said Proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the

\_\_\_\_\_ relies upon the truth of the statements contained in  
(name of contracting unit)

said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_.

Subscribed and sworn to

Before me this \_\_\_\_\_ day \_\_\_\_\_

Of \_\_\_\_\_, 20\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_

Notary Public of \_\_\_\_\_ (Type or print name of affiant under signature)

My Commission expires \_\_\_\_\_

(Seal)