



# Request for Qualifications

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## **Services of Auditor**

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**

**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 1:30 PM**

## GENERAL

The Parking Authority of the City of Camden (“Camden”) County of Camden and State of New Jersey intends to appoint a firm to perform the 2018 Audit. All properly submitted sealed proposals will be publicly opened, announced, and recorded on **Wednesday, January 3, 2018** at 1:30 PM in the Authority’s Administrative Office.

The General criteria articulated at Section III for the selection of an Audit firm, have been specifically approved by the Authority’s Board (“Board”). Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

The successful proposal, upon award and execution shall become a part of the signed contract. There will be no award or appointment of an audit firm until formal approval by the Board has been made by way of a resolution on or about **Monday, January 22, 2018** at the Board Meeting.

As per the provisions of N.J.S.A. 18:44A-20 et seq., the Authority shall be the sole judge concerning the criteria set forth herein and the merits of the proposals submitted. The Authority shall be the sole judge for the benefits to the Authority represented by the submissions to this Request, Solicitation, and Invitation for Proposal.

## SCOPE OF SERVICES

- Auditing of Basic Financial Statements of year ending December 31, 2018 in accordance with generally accepted auditing standards.
- Outlining a specific audit approach by setting forth a general work plan to perform services required by this RFQ, including but not limited to the methodology to be followed such as risk management, internal control evaluation, analytical procedures and statistical sampling.
- Preparing and submitting a summary of findings to the Authority.
- Identify and describe any anticipated potential audit problems and the firm’s approach to resolving these problems.

- Meeting the audit requirements of the State of New Jersey.
- Advising the Authority in all matters relating to accounting issues including but not limited to compliance with Local Public Contracts Law.
- Testing accounting records and documentary evidence supporting transactions recorded in the accounts.
- Directing confirmation of receivables, certain other assets, and liabilities by correspondence with selected individuals, creditors, and banks.
- Attending Authority meetings when necessary.

## **CONTRACT PERIOD**

Contract shall take effect on or about February 1, 2018 and will continue until completion of audits.

## **EVALUATION CRITERIA**

Criteria for Evaluating Respondents.

A. Past experience and performance. Past experience and Performance relate to a Respondent's history in performing auditing services similar to those that are the subject of the current procurement, and how responsibly the Respondent provided those professional auditing 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 auditing services for any parking authority in the past?

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

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

B. Management: Supervising Auditor/Staff Auditor(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 Auditor: The Respondent's Supervising Auditor will be required to demonstrate verifiable, successful experience in auditing services that it seeks qualification.

(ii) The Respondent must provide the names and titles and resumes of all staff auditors who will perform auditing 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.

## **PROPOSAL FORM**

All proposals submitted in response to the Request, Solicitation, and Invitation for Proposal shall utilize the form of correspondence on the next page as the cover sheet. The succeeding pages attached to the cover sheet shall set forth your proposal/responses. The proposal must follow the format as indicated. All proposals submitted to the Authority must be submitted pursuant to the said Request, Solicitation, and Invitation distributed and in the format required therein and as set forth hereafter. In order for your proposal to meet the requirements of the Request, Solicitation, and Invitation, please provide the following information:

- A. Firm History & Audit Team Members & Qualifications
- B. Peer Review Information Required
- C. Business Liability Insurance Required (minimum \$1 million dollars)
- D. References

**\*Failure to provide the required documents is cause for disqualification.**

We reserve the right to add or delete required information with proper notice to the proposer.

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

**REQUEST FOR PROPOSAL CHECK LIST**

**THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL 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 proposal \_\_\_\_\_
- B. Signed Appendix A Letter of Qualifications \_\_\_\_\_
- C. Signed Appendix B Letter of Intent \_\_\_\_\_
- D. Equal Employment Opportunity Evidence \_\_\_\_\_
- E. Exhibit 1, Mandatory Equal Employment Opportunity Statement \_\_\_\_\_
- F. Non-Collusion Affidavit properly notarized \_\_\_\_\_
- G. Appendix C, Disclosure Statement \_\_\_\_\_
- H. Stockholder Disclosure Certification \_\_\_\_\_
- I. Authorized signatures on all forms \_\_\_\_\_
- J. Business Registration Certificate(s) \_\_\_\_\_
- K. 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**

**2018 AUDIT FEES**

2018

Audit of Basic Financial Statement

\$ \_\_\_\_\_

Audit of Deferred Compensation Plan

\$ \_\_\_\_\_

Payment Schedule

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Firm Rates:

Classification

Hourly Rate

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**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 Audit 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 Respondent)

(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 Audit 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.)

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(Signature of Respondent)

(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.

## REQUIRED EQUAL EMPLOYMENT OPPORTUNITY EVIDENCE

### Procurement, Professional, & Services Contract

All respondents must submit along with their proposal one of the following:

1. A photo copy of your Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of your Certificate of Employee Information Report

OR

3. A completed EEO Employee Information Report AA302

THE AFFIRMATIVE ACTION AFFIDAVIT FOR VENDORS HAVING LESS THAN FIFTY (50) EMPLOYEES IS NO LONGER ACCEPTABLE.

**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.**

**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  
(title of bid proposal)

executed the said Proposal with 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 \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

Signature

\_\_\_\_\_

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

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

(Seal)

**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: \_\_\_\_\_

# STOCKHOLDER DISCLOSURE CERTIFICATION

## This Statement Shall Be Included with Bid Submission

Name of Business \_\_\_\_\_

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

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

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

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Subscribed and sworn before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_

(Notary Public)

My Commission expires:

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(Affiant)

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(Print name & title of affiant)

(Corporate Seal)