**ADVERTISEMENT**

**REQUEST FOR PROPOSAL – AUDITOR 2014**

The Parking Authority of the City of Camden (PACC) is soliciting proposals from qualified certified auditing firms to audit the basic financial statement of the PACC for the year ended December 2014.

RFP documents describing the services required and guidelines for issuing the award will be available on **Friday, October 18, 2013** at the Parking Authority of the Parking Authority of the City of Camden – Administrative Office located at 10 Delaware Avenue, Camden, New Jersey or by contacting Ms. Dixon at 856-757-9300, ext. 10 or 23.

All proposals must be submitted to the PACC by **Friday, November 15, 2013** at 2:00 PM.

The proposals will be publicly opened at the Parking Authority of the City of Camden – Administrative Office located at the above address on **Wednesday, November 20, 2013** at 2:00 PM.

All respondents to the RFP are required to comply with requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C 127 (N.J.A.C. 17:27).

This RFP follows the “Fair & Open Process” provided by N.J.S.A. 19:44A-20.4 et seq.

**GENERAL**

The Parking Authority of the City of Camden (“Camden”) County of Camden and State of New Jersey intend to appoint a firm to perform the 2014 Audit. All properly submitted sealed proposals will be publicly opened, announced, and recorded on **Wednesday, November 20, 2013** at 2:00 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 at the **Monday, November 25, 2013** 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 Statement of year ending December 31, 2013 in accordance with generally accepted auditing standards
* Preparing and submitting a summary of findings to the Authority
* 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 January 2014 and will continue until completion of audit.

**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.

**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 A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 ET SEQ., N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICES, 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, or sex. Except with respect to affectional or sexual orientation, 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, 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 for the 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, or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative of 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 attempt in good faith 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 union, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, 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 personal testing conforms within 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, or sex, consistent with the statutes and court.

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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.

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Print Name of Company/Firm Print Name

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Date Signature

**2014 AUDIT FEE**

Audit of Basic Financial Statement $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audit of Deferred Compensation Plan $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Schedule

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Firm Rates:

Classification Hourly Rate

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