

LAWRENCE TOWNSHIP BOARD OF EDUCATION

**225 Main Street
Cedarville NJ 08311**

REQUEST FOR QUALIFICATIONS

BOARD AUDITOR

I. District Demographics:

The Lawrence Township Board of Education is a Pre K-8 school district in Cumberland County. The district consists of one elementary school, with student enrollment of approximately 500, and 90 contracted employees. The 2019-2020 annual school budget is \$10.5 million. The District's fiscal year runs from July 1 to June 30.

II. Scope of Services:

The Lawrence Township Board of Education is seeking proposals for Board Auditor services for the 2019-2020 school year.

III. Proposal Due Date:

All proposals are due no later than 10:00 a.m. on February 27, 2020. Proposals may be hand carried, mailed or otherwise delivered to the office of the School Business Administrator, Lisa M. DiNovi, 225 Main Street, Cedarville, New Jersey 08311. No facsimile transmissions will be accepted.

IV. Requirements:

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Lawrence Township Board of Education. Applicant should demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues. Any experience or knowledge of matters that directly affect the Lawrence Township Board of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ registered school board accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.

Submission

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should include cost details including hourly rates of the individuals who perform services and a list delineating the numbers and types of public clients represented by the auditor.

All statements of qualifications for professional service contracts shall include:

- Names of individuals who will perform required tasks as well as the listing of their licenses.
 - A. Identify the person who will be primarily responsible for the services and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Board of Education of Lawrence Township.
 - B. Identify persons who will serve as back up to the primary person including resumes of all parties.
- Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Board of Education of Lawrence Township.

Proposals should also include the following:

- Affirmative Action Questionnaire
- Stockholders Disclosure Statement
- New Jersey Business Registration Certificate
- Chapter 271 Political contribution Disclosure Form
- Professional Liability Certificate

V. References:

The institution shall attach a list of educational and municipal clients served during the 2018-19 school year.

VI. Basis for Evaluation of Proposals:

The proposals will be evaluated by a committee of staff and Board Members of the School District based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the School District.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The proposed amount.