

**WOODBURY HEIGHTS BOARD OF EDUCATION  
770 Tanyard Road  
Woodbury Heights, New Jersey 08097**

**Christopher M. Rodia  
Woodbury Heights Board of Education  
Business Administrator/ Board Secretary  
856-848-8203  
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**NOTICE  
REQUEST FOR PROPOSALS**

Notice is hereby given that the Woodbury Heights Board of Education, County of Gloucester, State of New Jersey, is requesting proposals to conduct the Annual Financial and Compliance Audit for the Woodbury Heights School District for the 2016-17 school year. Copies of the Request for Proposals are available in the Office of the Business Administrator/Board Secretary, 770 Tanyard Road, Woodbury Heights, NJ 08097.

Proposals must be submitted to the Business Administrator/Board Secretary, 770 Tanyard Road, Woodbury Heights, NJ 08097 by Wednesday, February 15, 2017 no later than 9:00AM. Proposals will be opened on Wednesday, February 15, 2017. Proposals must be submitted in sealed envelopes with the name of the RFP clearly marked on the outside of the envelope.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit proposals.

The Board of Education reserves the right to accept or reject any and all proposals submitted in the best interest of the school district and the Board further reserves the right to waive any defect or informality in any proposal should it be in the best interest of the school district.

Proposers are required to comply with the requirements of P.L. 1975, c. 127(N.J.A.C. 17:27).

**This Request For Proposals does not constitute a bid and is intended solely to obtain competitive proposals from which the Board of Education may choose contractor(s) that best meet(s) the Board of Education's needs. It is the Board of Education's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Proposals. The Board of Education intends to award this contract pursuant to N.J.S.A. 19:44A-20.4 et seq.**

**REQUEST FOR PROPOSAL  
TO CONDUCT THE ANNUAL FINANCIAL AND COMPLIANCE AUDITS**

The Woodbury Heights Board of Education is a Gloucester County based, K – 6<sup>th</sup> grade school district. It consists of 1 elementary school. The approximate total budget for the 2016-17 school year is \$4,000,000.00.

**PERFORM STATUTORY AUDIT SERVICES:**

To audit the general purpose financial statements of the district as of and for the year end June 30. The financial statements will be presented in accordance with the financial reporting model. The document that the auditor will submit will include additional information that will be subject to the auditing procedures applied in the audit of the general purpose financial statements.

The document will also include statistical information that will not be subject to the auditing procedures applied in the audit of the general purpose financial statements.

The objective of the audit is the expression of an opinion as whether the district’s financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the additional information referred to in the above paragraph when considered in relation to the financial statements taken as a whole. The objective will also include reporting on internal control as it related to the financial statements and compliance with law, relations, and the provisions of contracts or grant agreements, as well as it related to major programs.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in “Government Auditing Standards,” issued by the Comptroller General of the United States, the audit requirements prescribed by the Division of Information, Management and Financial Services, Department of Education, State of New Jersey; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and the provision of the State of New Jersey OMB Circular 98-07.

**Scope of Services:**

Provide auditing services including, but not limited to the following:

1. Prepare the annual audit of the district’s financial records as required by statute and code
2. Begin audit on or about August 1, 2017 with fieldwork completed no later than September 15, 2017.
3. Preparation of the CAFR
4. Perform a review of the October 15 Application for School State Aid Information (ASSA) prior to submission to the State.
5. Perform a review of the District Report of Transported Resident Students (DRTRS) prior to the submission to the State.
6. Provide technical assistance to the board and district administration.

**Selection Criteria:**

The Board will evaluate proposals using the following criteria:

1. Breadth of knowledge of practice (accounting, auditing, management services)
2. Experience with New Jersey public school districts
3. Number of Partners and staff by level
4. Number of Certified Public Accountants (CPAs)
5. Firm must be available to respond to queries during the year at no additional cost
6. Special projects such as NCLB, IDEA, Chapters 192-193, etc are to be included in the cost of the audit
7. Fee Proposal

**Audit Approach:**

Please summarize your audit approach and include the following information:

1. General audit scope and philosophy
2. Timing and planning (preliminary work other than audit time)
3. Audit Objectives
4. District's responsibility in preparing for the audit
5. Audit procedures: re: Internal controls and compliance
6. Familiarity of automated system – Gloucester County EMC EDGE System

**Insurance:**

The successful firm(s) must provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposal.

Professional Liability

Malpractice – minimum of \$2,000,000 coverage  
\$1,000,000 Errors and Omissions per occurrence.

Workers Compensation and Employers' Liability

Statutory coverage for New Jersey;  
\$100,000 Employer's Liability  
Broad Form All-States Endorsement

General Liability

\$1,000,000 Errors and Omissions per occurrence. The Board of Education shall be named as an additional insured with respect to general liability.

### Auto Liability

\$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

Prior to commencing work under contract, the successful firm(s) shall furnish the Board of Education with a certificate of insurance as evidence that it has procured the insurance coverage required herein and otherwise giving evidence that the insurance required herein has been procured. Firms must give the Board of Education sixty (60) day notice of cancellation, non-renewal or change insurance coverage.

### **Indemnification**

The selected firm(s) shall defend, indemnify and hold harmless the Board of Education, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or other liability arising out of or in any way connected with the firm's negligent acts or omissions under this agreement.

### **Miscellaneous**

The Woodbury Heights Board of Education will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.

The contents of the proposal submitted by the successful firm(s) and this Request for Proposal may become part of the contract for these services. The successful firm(s) will be expected to sign said contract with the Woodbury Heights Board of Education.

Proposals submitted shall be valid for sixty (60) days from the date of opening.

The Woodbury Heights Board of Education reserves the right to reject any and all proposals received by reason of this Request for Proposal, or to negotiate separately in any manner necessary to serve the best interests of the school district.

Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation with the prior written consent of the Woodbury Heights Board of Education.

The selected firm(s) shall be required to comply with the requirements of P.L. 1975, c.127 (see attached affirmative action language) and submit an employee information

report or certificate of employee information report approval. This requirement will be addressed upon execution of the agreement.

Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

Firms responding to this Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein. **Despite any language contained herein to the contrary, this Request for Proposal does not constitute a bid and is intended solely to obtain competitive proposals from which the Board of Education may choose a contractor(s) that best meet(s) the Board of Education's need. It is the Board of Education's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Proposal. The Board of Education intends to award this contract pursuant to N.J.S.A. 19:44A-20.4 et seq.**

**Proposal:**

Three (3) copies of the Proposal are to be submitted.

Each firm is required to submit the following additional information in its proposal:

1. A list of all current New Jersey Public School clients and length of service to each
2. A list of all former New Jersey Public School clients in past five (5) years
3. Background information on the partners/auditors to be assigned to the Board of Education
4. Professional Liability Insurance
5. New Jersey Business Registration Certificate
6. W-9
7. Political Contribution Disclosure Form
8. Fee structure (see attached)
9. Must comply with Mandatory Equal Employment Opportunity Language P.L. 1975, c. 127(N.J.A.C. 17:27) (attached)

Information beyond the minimum requirements may also be submitted.

Proposals that fail to provide all information requested may be rejected at the sole discretion of the Board of Education.

**ALL PROPOSALS TO BE SUBMITTED IN WRITING AND RECEIVED AT THE BOARD OFFICE TO THE ATTENTION OF:**

**Christopher M. Rodia, M. Ed  
Business Administrator/Board Secretary  
770 Tanyard Road  
Woodbury Heights, NJ 08097**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 (P.L 1975, c.127) 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 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 inconspicuous places, available to employees and applicants for employment, notices to provide 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 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 (P.L 1975, c.127) 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 to employ minority and women workers consistent with the applicable county employment goals establish 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 or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontract agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principals 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 & court decisions of the State of NJ, & applicable Federal law & 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



**Proposal Form**

**To Conduct the Annual Financial and Compliance Audits**

The undersigned agrees to provide services for the Woodbury Heights Board of Education in accordance with the Request for Proposal – Auditing Services and any amendments or clarifications and accepts the terms therefore as a binding contractual obligation if the following proposal is accepted.

Annual Fee 2016-2017 \$ \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_