

North Bergen Rent Leveling Board  
4233 Kennedy Boulevard  
North Bergen, NJ 07047  
201-392-2047

Request for Qualifications

**RENT LEVELING BOARD CERTIFIED PUBLIC ACCOUNTANT-RFQ# RLB2013-01**

**Sealed Proposals** must be delivered to the address stated above, prior to the time and date listed as the public opening. **The RFQ # and Attn: Lisa Acosta must be clearly written on the outside of the envelope.**

Proposals will be evaluated by the North Bergen Rent Leveling Board on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field; noting the advanced degrees specific to the work contemplated by the rent Leveling Board and those individuals who shall be available to perform the work, and other agencies similar to the North Bergen Rent Leveling Board which you have worked within the last five (5) years;
- b. Knowledge of the Township of North Bergen, North Bergen Rent Leveling Board rules, regulations, calendar, ordinances and statutes that apply to the types of cases that come before the Board, and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Rent Leveling Board, even on short notice. Please note that meetings of the North Bergen Rent Leveling Board occur at least once monthly on the 3<sup>rd</sup> Monday of the month. In addition, special meetings are called as required by the number of applications pending;
- d. Compensation proposal; note that the Meetings are paid by session at \$95.00 per hour For Senior Accountant and \$125.00 per hour for Partner. Total not to exceed \$15,000.00 in any one year.
- e. Other factors to be demonstrated to be in the best of interest of the North Bergen Rent Leveling Board

This contract will be awarded for 1 year, beginning 1 / 31 / 13 and ending 1 / 31 / 14.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action.

The public opening will be held in the Municipal Chambers of the North Bergen Rent Leveling Board located at 4233 Kennedy Boulevard, North Bergen, NJ, on Wednesday 1/ 30 /13 at 11:15 a.m.

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