

Township of North Bergen
4233 Kennedy Boulevard
North Bergen, NJ 07047
201-392-2027

Request for Qualifications/Criteria for Services
Municipal Auditing Services
RFQ #NB2013-12

Sealed Qualifications must be delivered to the address stated above, by the time and date listed as the public opening. No late responses will be accepted. **The RFQ # and Attn: Robert Pittfield must be clearly written on the outside of the envelope.**

Compensation will be as follows: \$86,700 for annual audit; for additional auditor services: **Partners and Principals at \$165 - \$175 per hour; Manager and Supervisors at \$135 per hour; Senior Staff at \$100 per hour; Staff Assistants at \$75 per hour.**

Qualifications responses will be evaluated by the Township of North Bergen on the basis of the most advantageous and other factors considered. The evaluation will consider:

1. Experience and reputation in the field.
2. Knowledge of the Township of North Bergen and of matters concerning the Township of North Bergen and of the subject matter to be addressed under the contract.
3. Availability to attend Township meetings and other matters as required.
4. Availability of personnel and other resources to provide such services.
5. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

This contract will be awarded for a period, beginning January 1, 2013 and ending December 31, 2013. The Township of North Bergen reserves the right to reject any or all responses.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, January 3, 2013, at 10:00am.

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Robert J. Pittfield
Chief Financial Officer