



REQUESTS FOR PROPOSAL

BOROUGH OF SPOTSWOOD

BOROUGH AUDITOR
2022

Respond by 11 a.m. – December 17, 2021

Respond to: Patricia DeStefano, RMC
Municipal Clerk
Borough of Spotswood
77 Summerhill Rd.
Spotswood, NJ 08884

I. Introduction

Borough of Spotswood is seeking professional services to carry out the duties of Borough Auditor.

II. Scope of Work

The duties of Borough Auditor include:

1. Prepare and perform Annual Borough Audit

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Borough of Spotswood;
- Demonstration of experience in carrying out the duties of Borough Auditor or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Borough of Spotswood; past professional experience in working with or for Spotswood.

Each submittal shall include one (1) original and five (5) copies.

IV. Fees and Costs

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

V. Selection Process

Borough staff will review the proposals and make a recommendation to the Borough Council as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The propose cost of the services;

D. Knowledge of and familiarity with Borough of Spotswood; past professional experience in working with or for Spotswood.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. RESPONSE/INQUIRIES

All submittals should be forwarded to:

Patricia DeStefano, RMC
Municipal Clerk
Borough of Spotswood
77 Summerhill Rd.
Spotswood, NJ 08884

Submittals must be received no later than 11:00 a.m. on December 17, 2021

All inquiries should be directed to Jackie Palmer, Mayor or Ryan Michelson, B.A., at (732) 251-0700, extension 821 or 823 or Pat DeStefano, Borough Clerk at (732)251-0700, extension 825