

**PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY  
CRITERIA ESTABLISHED PURSUANT TO N.J.S.A. 19:44-01 ET.SEQ.**

The Township of Haddon solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Board of Commissioners, unless otherwise required by law. Responses (4 copies) must be received in the Office of the Township Clerk, Township of Haddon Municipal Building, 135 Haddon Avenue, Westmont, NJ 08108 no later than 10:00 AM, Thursday, February 13, 2025. All submissions MUST be properly marked “Request for Qualifications” noting the professional service. Responses will be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Please note submissions will only be accepted if received at the Municipal Building during normal business hours which are between 8:30 AM to 4:30 PM, Monday through Thursday, not including holidays. In the event, a Proposal is attempted to be delivered at a time when the Municipal Building is closed, the Township reserves the right to reject said Proposal.

Responses must comply with the regulations set forth at N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 “Affirmative Action Regulations”, and evidence of compliance must be included. A copy of the New Jersey Business Registration Certificate and a contract document along with a fee schedule, must accompany each submission.

Responses will be reviewed by the Board of Commissioners. All appointments will be announced at a public meeting. This is for the Audit of Calendar Year 2024 and the 2025 Municipal Budget.

Proposals sent by electronic, telegraphic or facsimile devices are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal either by express courier, postal service or hand-delivery. The Township shall not be responsible for premature opening or late delivery of proposals not properly marked or addressed, or for late delivery by mail or delivery service.

## **MUNICIPAL AUDITORS.**

**GENERAL CRITERIA:** The Township of Haddon desires to appoint a firm of certified public accountants to act as municipal auditors for the Township of Haddon. Applicant should demonstrate knowledge of municipal auditing laws and regulations and experience in providing advice to municipal entities on records compliance issues. Any experience or knowledge of matters that directly affect the Township of Haddon should be addressed.

### **MANDATORY 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 a minimum of two (2) registered municipal 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 municipalities 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 municipal clients.
6. Must list all present municipal clients.

**Applicants'/Proposers' Responsibility in Responding to  
Township's Request For Proposals for Professional Services**

The applicant/proposer shall in response to the Township's Request for Proposals, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's Request for Proposals. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposals.
3. Dates of licensure, if any, in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
7. Proposed cost of the service(s) or activities, including the hourly/ weekly/monthly rate of individuals who will perform the services or activities. The proposed cost should include:
  - a. Meetings.
  - b. Site visits and expenses.
  - c. Expenses for travel, postage and telephone excluded from the hourly rate.
  - d. Additional services defined beyond the scope of regular services.
8. **Insurance.** The applicant/proposer, shall provide documentation that insurance for professional liability coverage with limits as to liability acceptable to the Township of Haddon.
9. **Financial Disclosure.** The applicant/proposer as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law *N.J.S.A. 40A:9-22(1) et seq.*

10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer as a “professional” shall file a statement as to compliance with *N.J.S.A. 10:5-1 et seq.* (Laws Against Discrimination) and P.L. 1975, c.127 (Affirmative Action).

11. Enclose copy of New Jersey Business Registration Certificate.

12. The applicant/proposer shall submit four (4) copies of their proposal for review and consideration by the Mayor and Commissioners.

13. Failure to comply with any item above may disqualify your submission

**Basis for Award of Contract/Agreement for Professional Services**

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.

2. Experience and references.

3. Ability to perform the service or activity in a timely fashion, including staffing and the staff’s familiarity of the service or activity.

4. Cost Competitiveness.

5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant’s/proposer’s proposal.

4. All awards or waivers will be made by resolution acted on by the Board of Commissioners at a Township meeting.

5. All awards are subject to availability of funds.