CITY OF BEVERLY
BURLINGTON COUNTY
NEW JERSEY

MUNICIPAL AUDIT SERVICES
REQUEST FOR PROPOSAL

Project Name:	MUNICIPAL AUDIT SERVICES
RFP Due By:	Thursday, December 17, 2026, 12:00PM
RFP Submitted By:	_____

REQUEST FOR PROPOSAL (RFP)
ADVERTISEMENT FOR MUNICIPAL AUDIT SERVICES

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the City of Beverly to obtain "**MUNICIPAL AUDIT SERVICES**" for the 2027 calendar year as described herein. Individuals responding to this Request for Proposal (RFP) should be licensed as a Registered Municipal Accountant, have a knowledgeable background and have extensive experience in providing auditing services for municipalities in New Jersey.

The RFP package for this service is available online at www.thecityofbeverly.com and in the Office of the Municipal Clerk, City Hall, 446 Broad Street, Beverly, New Jersey 08010 during regular business hours (Monday through Friday, 9:00AM to 5:00PM).

Interested respondents shall submit one (1) unbound hard copy and one (1) USB drive in pdf format.

The response to the RFP shall be submitted by Thursday, December 17, 2026, by 12:00PM in the Office of the Municipal Clerk.

Jessica Bolen
Municipal Clerk

MUNICIPAL AUDIT SERVICES

Section 1 - GENERAL CRITERIA:

The City is in need of a Registered Municipal Accountant to provide Municipal Audit Services in accordance with NJSA 40A:5-4. Applicants shall demonstrate knowledge with governmental auditing standards and regulations as well as experience verifying compliance with New Jersey Statutes and Regulations.

Section 2 - COMPETITIVE CONTRACT (Fair and Open Process):

The selection of a qualified respondent is subject to the "New Jersey Local Unit Pay-to-Play" Law, NJSA 19:44A-20.4 et seq. The City has structured a procurement process (a competitive contracting model) that seeks to obtain the desired results described above, while establishing a competitive environment to assure that each person and/or firm is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in this RFP, which will be applied in the same manner to each proposal received.

Section 3 - SCOPE OF WORK (Services to be Provided):

This contract is exclusive of consulting accountant services to assist with general accounting, financial statement preparation, or budget. These services will be the subject of a separate competitive contract.

Audit fieldwork will be designed to provide reasonable assurance that the financial statements are free from material misstatement. In performing the audit the auditor shall follow governmental auditing standards as set forth by the US Comptroller General "Yellow Book" as well as audit requirements promulgated by the NJ Division of Local Government Services.

1. Conduct an annual audit of the books and records for the City for the Calendar Year ending December 31, 2026.
    a. Audit field work shall begin no later than April 1, 2027.
    b. The audit shall be completed within six months after the close of the fiscal year.
    c. The governing body of every local unit may by resolution petition the Director of the Division of Local Government Services in the Department of Community Affairs for an extension to complete and file the annual audit with the division. Upon good cause being shown the director may grant an extension upon whatever terms or conditions he may deem reasonable. The determination of the director in the granting of an extension is final.

2. Meet with City staff to evaluate internal controls and technical competencies. All employees will be directed to assist the chosen auditor in any and every way possible. It is expected that City employees will retrieve all documents selected by the auditor for evaluation. Employees will also work with the auditor, as necessary, to analyze all account balances and account activity.
3. The Auditor shall meet with the Audit Committee at least three times to discuss audit plans, expectations and progress; prior to audit field work, mid-way through audit field work and upon completing audit field work (exit conference).
    a. The Audit Committee shall be comprised of the Municipal Administrator, the Chief Financial Officer, one (or two) representative(s) from the Governing Body.
    b. Additional meetings may be called at the discretion of either the auditor or the City.
4. Provide comments and recommendations relating to any and all audit findings
    a. statutory compliance (particularly NJSA 40A)
    b. material weaknesses in internal accounting controls
5. Perform an audit of State and Federal Grants as per the "Single Audit" circulars OMB-A133 and NJ 04-04-OMB.
    a. The City reserves the right to split away the State and Federal Single Audit from the Financial Statement Audit and award each to separate Firms.

Section 4 - SERVICES NOT INCLUDED IN THIS RFP:

The following list of items is considered non-attest services and, as such, is NOT a part of this RFP. The City will at some future time solicit proposals for these non-attest services – **"MANAGEMENT ADVISORY SERVICES – ACCOUNTING, FINANCIAL STATEMENT AND BUDGET."** Any person or firm selected to perform audit services shall be considered ineligible to perform these non-audit services and will be precluded from submitting proposal(s).

1. Will not prepare or assist in preparing the Annual Financial Statement
    a. The auditor will be presented with a completed Annual Financial Statement (State of NJ format) supported by a balanced General Ledger; to which an opinion will be rendered.
    b. Audit adjustments shall be presented to the Chief Financial Officer for approval and posting into the General Ledger.
2. Will not prepare or assist in preparing the Annual Debt Statement.
3. Will not assist or provide advice with regard to the Annual Budget.
4. Will not prepare or assist in preparing Offering Statement(s) for debt issuance; other than proving permission to use the audit opinion in the Offering Statement.

5. Will not consult or provide advice on any accounting or financial issues; other than recommending General Ledger adjusting entries for items detected during the audit.

The scope of this engagement is strictly limited to performing the annual audit. Management advisory services, consulting on budget or other financial issues, and accounting or bookkeeping services are expressly excluded.

Section 5 - MANDATORY MINIMUM REQUIREMENTS:

The purpose of this technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to provide municipal audit services in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to the engagement. It should also specify an audit approach that will meet the request for proposal requirements.

The proposal must meet or exceed the professional, administrative and financial qualifications and requirements as set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described below supplemental information may be included if the respondent considers it useful in evaluating its proposal. The proposal should be prepared simply and economically, providing a clear, straightforward, concise and factual description of the proposer's capabilities to satisfy the requirements of the request for proposals.

1. Office Address and contact information.
2. Partner Presenting Proposal - Evidence of license to practice as a Registered Municipal Accountant. An affirmative statement shall be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in New Jersey. The engagement Partner may not be changed without express permission of the City.
3. Staff Assigned - Resumes/Biographies of partner and key professional staff (managers, supervisors and specialists) assigned to this engagement. Provide a full list of employees with job titles (full-time and part-time) who will be assigned to this engagement. The firm should provide as much information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement. Also indicate how the quality of staff over the term of the agreement will be assured. Audit personnel, other than the Engagement Partner, may be changed at the discretion of the firm provided that the replacements have substantially the same or better qualifications and experience. Phone numbers and email addresses of key professional staff shall be provided.
4. Total employees - governmental auditing staff
    a. Numbers employed in each category (partner, manager, and staff auditors)

b. Separately identify Registered Municipal Accountants and Certified Public Accountants.

5. Current Client List - where New Jersey municipal audit services are provided
    a. Provide principal client contact name with job title and phone number.
    b. Indicate total staff hours for each audit.
    c. Indicate the date of first engagement.
    d. Separately identify clients of similar size and complexity as this proposal. If there are no current audit clients comparable with this proposal then list any comparable NJ municipal audit engagements over the last 10 years.
6. Experience - Minimum of ten (10) years' in providing auditing services to municipalities within the State of New Jersey.
7. Specific Audit Approach - Set forth a general work plan to perform the services required by this request for proposals, include the methodology to be followed such as risk assessment, internal control evaluation, analytical procedures and statistical sampling. Reference such sources of information as audit manuals/guides/programs, budget, general ledger, tax ledgers, source documents, organization charts and financial information systems.
8. Potential Audit Problems - Identify and describe any anticipated potential audit problems and the firm's approach to resolving these problems.
9. Peer Review - Submit a copy of the report on the firm's most recent external quality control review "Peer Review" with a statement whether that quality control review included a review of specific government engagements.
10. Single Audit - Experience with Federal and State single audits as it relates to this proposal.
11. Insurance - Amount of Professional Liability Insurance coverage maintained.
12. Describe any other factors that you believe is relevant to your ability to provide audit services.

The firm shall provide an affirmative statement that it is independent of the City as defined by generally accepted governmental auditing standards "the Yellow Book." The firm shall also list and describe the firm's professional relationships involving the City for the past three years with a statement explaining why such relationships do not constitute a conflict of interest relative to performing this audit. In addition, the firm shall provide written notice of any professional relationships entered into during the period of this engagement.

The City reserves the right to hold oral discussions with individuals and/or firms of their choice to clarify their proposal and to request additional information.

Section 6 - COST PROPOSAL:

Respondent proposal must include the following:

A list of applicable hourly rates associated with personnel who will provide the work listed in "Section 3 – Services to be Provided" portion of this RFP.

Total cost calculation "not to exceed" for audit services relating to the Financial Statement Audit applying the above listed hourly rates to budgeted man-hours by position. Include total man-hour budget (hours and rates) with proposal. Full itemization is required when submitting invoices.

Total cost calculation "not to exceed" for audit services relating to the State and Federal Single Audit applying the above listed hourly rates to budgeted man-hours by position. Include total man-hour budget (hours and rates) with proposal. Full itemization is required when submitting invoices.

Out of pocket expenses are reimbursable to the extent provided in this proposal. Provide a fixed amount "not to exceed" for items such as printing/copying, postage, travel and other incidental charges. Full itemization is required when submitting invoices. Office and other supplies and equipment do not qualify as a reimbursable expense.

There will be no payments outside of the scope of this RFP. Should the need arise to readdress the cost proposal based upon unforeseen conditions it shall be first reported to the City Administrator and CMFO for approval before any additional work is performed. Said conditions shall be limited to issues concerning the condition of records or adequacy of supporting documentation and shall in no way amend the scope of services.

Your proposal shall illustrate the Firm's track record of performance; provide examples of on-time and on-budget audit contract engagements.

Section 7 - NUMBER OF COPIES:

Respondent must provide one (1) signed, unbound original copy and one (1) USB drive of their Proposal.

Section 8 - SUBMISSION DEADLINE:

Proposals must be received in a sealed envelope designating "Municipal Audit Services RFP" no later than 12:00PM on Thursday, December 17, 2026 and must be mailed or hand-delivered to the Municipal Clerk, City Hall, 446 Broad Street, Beverly, NJ 08010.

Section 9 - INSURANCE:

The Firm awarded the contract must assume all risks connected with this work. The Firm shall comply with all State Laws and Regulations concerning Worker's Compensation and shall maintain such insurance as will protect the Firm against all claims for damages for personal injury, including death, and property damage which may arise during or as a

result of the work done under this Contract, either by the Firm awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

The Firm awarded the contract shall not commence work under this Contract until all insurance required by this section has been obtained and such insurance has been approved by the City of Beverly. Insurance coverage shall remain in effect until all work under the Contract has been accepted and at all times thereafter when the Firm may be updating defective work.

The Firm awarded the contract shall furnish proof of insurance by providing a Certificate of Insurance from the authorized agent. The City of Beverly shall be named as the Certificate Holder. The Firm awarded the contract shall give the City 30 days written notice of any material change in, cancellation of, or expiration of the policies. Any insurance company providing coverage must be authorized to do business in the State of New Jersey.

The following insurance is required:

Professional Liability – Minimum of $1,000,000 errors and omissions per occurrence

General Liability – Minimum of $1,000,000 per occurrence based upon the specific work and values involved. The Borough shall be named as additional insured with respect to general liability.

Worker's Compensation and Employer's Liability – Statutory

Section 10 - INDEMNIFICATION:

The selected individual or firm shall defend, indemnify and hold harmless the City of Beverly, 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 individual or firm's acts or provisions under this proposal.

Section 11 - EVALUATION:

The City objective in soliciting proposals is to select a respondent that will provide high quality and cost effective audit services. Proposals will be considered only from Firms that, in the City's sole judgment and discretion, have demonstrated the capability and willingness to provide high quality audit services in the manner described in this Request for Proposals.

Proposals will be evaluated using the below listed criteria by the Audit Committee on the basis of which is most advantageous; price and other factors considered. The Audit Committee shall be comprised of the Municipal Administrator, the Chief Financial

Officer, one (or two) representative(s) from the Governing Body. Identification of competing proposals will be made available upon release of the report by the Audit Committee to the governing body.

As part of the evaluation process, the Audit Committee may require proposers to appear in person to explain questions the committee might have. If this is necessary, the proposer shall do so without compensation or reimbursement from the City.

The evaluation will consider:

1. Technical ability, experience and reputation in the field (comparable audit engagements and client references)
2. Management and staff (evaluation of staff assigned and available)
3. Cost Proposal
4. Other factors demonstrated to be in the best interest of the City.

The following questions will be used to assist in the evaluation:

1. Technical Criteria:
    a. Does the Firm's proposal demonstrate a clear understanding of the scope of work and related objectives?
    b. Is the proposal complete and responsive to the specific RFP requirements?
    c. Did the Firm have a satisfactory Peer Review?
    d. How does this firm's proposal compare with other responses?
2. Management Criteria:
    a. History and experience in performing the work - Did the Firm document a record of reliability of timely delivery (meeting deadlines) and on-budget contracts?
    b. Availability of personnel and other resources - Are the available resources of the Firm sufficient to meet the needs of the City?
    c. Qualifications and experience of personnel - qualified Registered Municipal Accountants on staff?
    d. How does this firm's proposal compare with other responses?
3. Cost Criteria:
    a. Relative cost - How does the cost compare to other similarly scored proposals?
    b. Full explanation - Is the price and its component charges, fees, etc. adequately explained or documented?

4. Other Factors
    a. Does the firm provide any additional information that clearly sets it apart from other responses?

The City shall not be obligated to explain the results of the evaluation process to any Respondent.