CITY OF BEVERLY
BURLINGTON COUNTY
NEW JERSEY

MUNICIPAL NON-AUDIT SERVICES
REQUEST FOR PROPOSAL

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

REQUEST FOR PROPOSAL (RFP)
ADVERTISEMENT FOR MUNICIPAL NON-AUDIT SERVICES

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the City of Beverly to obtain "**MUNICIPAL NON-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 non-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, NJ 08010 during regular business hours (Monday through Friday, 9:00AM to 5:00PM).

Interested respondents shall submit one (1) hard copy, unbound original and one (1) USB drive of their proposal 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 NON-AUDIT SERVICES

Section 1 - GENERAL CRITERIA:

The City is in need of a Registered Municipal Accountant to provide Municipal Non-audit Services in accordance with NJSA 40A:5-4. Applicants shall demonstrate knowledge with governmental accounting 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 financial statement preparation and budget message. These services will be the subject of a separate competitive contract.

Non-audit fieldwork will be designed to provide reasonable assurance that the financial statements are free from material misstatement.

The following list of items is considered non-audit/non-attest services. 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 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 prepare or assist in preparing the Annual Debt Statement.
3. Will assist or provide advice with regard to the Annual Budget.
4. Will prepare or assist in preparing Offering Statement(s) for debt issuance.
5. Will consult or provide advice on any accounting or financial issues.

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

Section 4 - MANDATORY MINIMUM REQUIREMENTS:

The purpose of this technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to provide municipal non-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.

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. Key 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 shall be provided for all key professional staff.
4. Total employees - governmental accounting staff
    a. Numbers employed in each category (partner, manager, and staff accountants)
    b. Separately identify Registered Municipal Accountants and Certified Public Accountants.

5. Current Client List - where New Jersey municipal accounting services are provided
    a. Provide principal client contact name with job title and phone number.
    b. Indicate the date of first engagement.
    c. Separately identify clients of similar size and complexity as this proposal. If there are no current government accounting clients comparable with this proposal then list any comparable NJ municipal non-audit engagements over the last 10 years.
6. Experience - Minimum of ten (10) years' in providing government accounting services to municipalities within the State of New Jersey.
7. Specific Accounting Approach - Set forth a general work plan to perform the services required by this request for proposals, include the methodology to be followed.
8. Potential Problems - Identify and describe any anticipated potential 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. Insurance - Amount of Professional Liability Insurance coverage maintained.
11. Describe any other factors that you believe is relevant to your ability to provide non-audit accounting services.

The firm shall provide an affirmative statement that it is independent of the City in accordance with generally accepted accounting principles. 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 these services. 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 5 - 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 and a **not to exceed amount for the 2027 calendar year.**

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 non-audit accounting engagements.

Section 6 - NUMBER OF COPIES:

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

Section 7 - SUBMISSION DEADLINE:

Proposals must be received in a sealed envelope designating "Municipal Non-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. All responses shall be opened and announced publicly immediately thereafter by the Municipal Clerk (or designee).

Section 8 - 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 9 - 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 10 - EVALUATION:

The City objective in soliciting proposals is to select a respondent that will provide high quality and cost effective government accounting (non-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 services in the manner described in this Request for Proposals.

Proposals will be evaluated using the below listed criteria by the RFQ Review Committee on the basis of which is most advantageous; price and other factors considered. The RFQ Review 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 RFQ Review Committee to the governing body.

As part of the evaluation process, the RFQ Review 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 government accounting (non-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.