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 **WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REQUEST FOR PROPOSAL**

**#26-008 AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

*Enclosed are the terms, specifications, contract documents and proposal form.*

**PROPOSALS DUE: TUESDAY, MAY 28, 2022 at 11:00 a.m.**

**RETURN BIDS TO:**

**PURCHASING DEPT.**

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**EILEEN ABBOTT CENTRAL ADMINISTRATION BUILDING**

**206 EAST HOLLY AVENUE**

**SEWELL, NJ 08080**

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

**RFP 26-008,** **AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SUPPLEMENTAL INSTRUCTIONS/SPECIFICATIONS**

1. The Washington Township Board of Education is seeking proposals for auditing/consulting services for the 2025-2026 school year.
2. Specifications, Instructions to Proposers and other proposal documents are enclosed.
3. The Board retains the right to reject any and all proposals, to accept proposals in whole, in part or parts, and to take such action it may deem in the best interest of the Washington Township Board of Education, in accordance with statute. The Board reserves the right to cancel the contract at any time that the conditions established in the specification are not complied with or for any good and sufficient reason, if deemed in the best interest of the school district to do so.
4. Award of Contract, if a Contract is awarded, will be to the most responsible responsive proposer(s) meeting the specifications. The Board of Education will act to award a contract no later than 60 days after the date set for receipt of proposals. The Washington Township Board of Education reserves the option to renew the contract subject to Board approval, mutual agreement and the provisions of statute.
5. Addenda/Interpretations and Challenges – No interpretation of the meaning of any of the proposal package documents will be made to any Bidder orally. The Board of Education will not be held responsible for any oral instructions. Any Addendum/Challenges shall be issued according to procedures established by statute**. Proposal** **package shall include acknowledgement of all addenda received.**
6. Proposers are required to comply with all requirements of the Public Schools Contracts Law, N.J.S.A. 18A:18A-1, et seq., as well as the provisions of N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 and with all other Federal Laws and New Jersey Statutes not specified herein.
7. The Board intends to enter into a contract with the successful Proposer(s) incorporating all provisions of the Checklist, the Specifications and any addenda hereto. By submitting a Proposal, the Proposer is agreeing to enter into such a contract if they are awarded the work.
8. No Proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of bids.
9. ANTI-BULLYING BILL OF RIGHTS-REPORTING OF HARRASSMENT, INTIMIDATION AND BULLYING CONTRACTED SERVICE-The contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act-N.J.S.A 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy.

In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

**RFP 26-008 AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SUPPLEMENTAL INSTRUCTIONS/SPECIFICATIONS, PAGE 2**

1. ANTI-DISCRIMINATION PROVISIONS-N.J.S.A. 10:2-1-N.J.S.A. 10:2-1. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

 a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex discriminate against any person who is qualified and available to perform the work to which the employment relates;

 b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

 c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of $50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

 d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

1. CONTRACTOR/VENDOR REQUIREMENTS-OFFICE OF THE NEW JERSEY STATE COMPTROLLER-Contractors/vendors doing business with the Board of Education are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller.

 a. Access to Relevant Documents and Information-N.J.S.A. 52:15C-14 (d) Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, Independent State authority, public institution of higher education, or unit of local government or Board of Education shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and receipt of public monies. The State Comptroller shall not disclose any documents or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or Board of Education refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

**RFP 26-008, AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SUPPLEMENTAL INSTRUCTIONS/SPECIFICATIONS, PAGE 3**

 b. Maintenance of Contract Records-N.J.A.C. 17:44-2.2Relevant records of private vendors

 or other persons entering into contracts with covered entities are subject to audit or review by OSC

 pursuant to N.J.S.A. 52:15C-14(d).

 The contractor/vendor to whom a contract has been awarded, shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

1. DEBARMENT, SUSPENSION OR DISQUALIFICATION-The Board of Education will not enter into a contract for work with any person, company firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report ([www.state.nj.us/treasury/debarred](http://www.state.nj.us/treasury/debarred)).
2. GENERAL CONDITIONS:
* Authorization to Proceed-Successful Vendor/Contractor

 No Service shall be rendered by the successful contractor unless the vendor/contractor receives an approved purchase order authorizing the vendor/contractor to render the service.

* Award of Contract

 It is the intention of the Board of Education to award the contract to the respondent(s) whose response is the most advantageous to the Board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The Board reserves the right to award contracts to multiple contractors when it is in the best interest of the Board.

* Return of Contract Documents-when required

 Upon notification of award of contract by the Board of Education, the contractor may be required to sign and execute a formal contract with the Board.

* Purchase Order-considered to be a contract. N.J.S.A. 18A:18-2(N)

 If a formal contract is not required by the Board of Education, an approved and signed Board of Education Purchase Order will constitute as a contractual agreement. When a formal contract is required, the contractor shall sign and execute said contracts and return the contracts with other required documents to the Office of the School Business Administrator/Board Secretary. Failure to execute the contract and return said contract and related documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Board of Education with any financial security becoming property of the Board of Education. The Board of Education reserves the right to accept the proposal of the next lowest responsible respondent.

No contractor or vendor shall commence any project or deliver any goods until he is in receipt of an approved purchase order authorizing work to begin or goods to be delivered.

* Renewal of Contract; Availability and Appropriation of Funds-When Applicable.

 The Board of Education may, at its discretion, request that a contract for certain services be renewed in full accordance with N.J.S.A. 18A:18A-42. The School Business Administrator/Board Secretary, may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education.

All multi-year contracts and contract renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

**RFP 26-008, AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SUPPLEMENTAL INSTRUCTIONS/SPECIFICATIONS, PAGE 4**

 The Board of Education is the final authority in awarding renewals of contracts. Contracts for professional services may be awarded only for twelve (12) months and cannot be renewed.

* Term of Contract

The successful respondent, to whom the contract is awarded, will be required to do and perform the work/services and to provide and furnish the material in connection therewith in accordance with the plans and specifications on or before the date listed in the Specifications.

1. PAYMENTS-Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Board of Education receives the appropriate documentation including but not limited to:
* Signed voucher by vendor;
* Packing Slips; and
* Invoices.

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the Board of Education, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion, make partial payments. All payments are subject to approval by the Board of Education at a public meeting. Payment may be delayed from time to time depending on the Board of Education meeting schedule.

Invoices-The invoice clearly outlines the goods received or services rendered and the date(s) the services were rendered.

* The invoice must include the full name and address of the company.
* The invoice must include the Board of Education purchase order number.
* The invoice must have the company’s invoice number that may be used as reference.
* The invoice must list the goods or services rendered.
* The invoice must be submitted to the Business Office.
* Invoices must be submitted within thirty (30) days of service.
1. CRIMINAL HISTORY RECORD: The Board defines, “regular contact with students” as twenty (20) hours per month. As per Board policy, “ The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with studentS unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.”
2. PRESENTATION AND INTERVIEWS-The Board of Education may at its option, require providers of its choice to attend interviews and make presentations to district officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation. **Under no circumstances shall the provisions of the proposal be subject to negotiations-N.J.S.A. 18A:18A-4.5 (b).**
3. In the event that the RFP Specifications have been obtained from a third party and not from the Washington Township Board of Education, it is the vendor’s responsibility to provide the Board with contact information in the event of an addendum. It is also the vendor’s responsibility to ensure they are in receipt of the complete Specification packet. The Board will not be held liable for any missing aspect of Specifications if obtained by a third party.

 Ethics in Purchasing

***Statement to Vendors***

***School District Responsibility***

Recommendation of Purchases

It is the desire of the Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Board of Education or anyone proposing to do business with the Board.

***Vendor Responsibility***

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board of Education or to any member of the official’s or employee’s immediate family.

Vendor Influence -- Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

***Vendor Certification***

Vendors or potential vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

 **WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

**RFP 26-008, AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SPECIFICATIONS**

The Washington Township Board of Education (WTBOE) is accepting proposals for auditing/consulting services for the 2025-2026 school year.

**REQUIREMENTS**

1. N.J.S.A. 18A:23-8 requires that an audit of the accounts of a school district be made only by a registered municipal accountant or certified public accountant of NJ who holds a valid registration license as a public school accountant for NJ.
	1. Proof of licensure as a RMA or CPA and PSA is required.
2. In accordance with the Treasury Circular 15-08-OMB, an audit firm must submit a copy of the firm’s latest external quality control review (peer review) report.
3. Each firm responding is required to submit the required accountant declaration in accordance with N.J.S.A. 18A:23-9.
4. Each firm responding should show proof that they are a member of the American Institute of Certified Public Accountants.
5. Each firm should forward a copy of their Certificate of Employee Information Report in

 accordance with N.J.A.C. 17:27-1.1.

1. Evidence of $2,000,000. in Professional Liability Insurance. If awarded a contract, proof of Professional Liability insurance naming the Washington Township Board of Education as an additional insured will be required.

 7. Each firm responding should **Identify** any on-going legal proceeding or pending legal proceeding

 (arbitration, complaint or court action) filed by a client against your firm for any opinions

 rendered in the past five years.

 8. Background information of the firm as well as the professionals to be assigned to the WTBOE.

 9. Audit firm is to provide references of other NJ public school districts /clients that they service.

 10. Proposed fee structure. **No Separate Mileage/Travel Expenses will be paid.**

 11. **Refer to the Proposal Checklist for documentation required to be submitted with Proposal.**

 **Information beyond the minimum requirements may also be submitted.**

**RFP 26-008, AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SPECIFICATIONS, PAGE 2**

**REQUIREMENTS (Continued):**

**AUDIT**

The WTBOE is soliciting prices for annual auditing services required by N.J.S.A. 18A-23.1. The audit is to be performed in compliance with the following:

* Governmental Accounting Standards Board Statement 34 “*Basic Financial Statements – and Management’s Discussion and Analysis – For State and Local Governments”,*
* Single Audit Act of 1996
* OMB Circular A-133, 2015 Compliance Supplement
* Treasury Circular Letter 15-08-OMB
* Governmental Auditing Standards (Yellow Book Standards).

The WTBOE is looking for a price for the audit, compilation of Financial Statements, and the Auditor’s Management Report on Administrative Findings, Financial Compliance and Performance and Audit Summary Worksheet.

**WTBOE DATA**

* 2022-2023 Approved Budget / *2024-2025 User Friendly Budget*

General Fund

 Current Expense $146,959,086. $155,798,293.

 Capital Outlay $ 1,051,637. 312,956.

 Transfer to Charter Schools $ 75,190. 82,990.

 Total General Fund $148,082,913. 156,194,239. Special Revenue Fund $ 4,533,197. ?

Debt Service Fund $ 1,218,838. 1,306,900. Total Approved Budget. $153,837,948.

* Student enrollment approximately 6,400.
* Total full and part-time employees approximately 1,400.
* WTBOE operates the following schools: 2 Early Childhood Center, 6 elementary schools, 3 middle schools and 1 high school.
* Financial software – Genesis. Payroll is processed through School Board Operations and downloaded into Genesis.
* Configuration of Business Office
	+ Assistant School Business Administrator
	+ 2 Accountants
	+ 2 accounts payable
* Configuration of Purchasing
	+ Purchasing Manager
	+ 2 secretaries
* Configuration of Payroll
	+ Payroll Manager
	+ 2 secretaries

**RFP 26-008, AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SPECIFICATIONS, PAGE 3**

**WTBOE DATA CONTINUED:**

* WTBOE operates 5 enterprise funds as follows:
	+ Food Service 6/30/24 Revenue: $ 2,846,760. *per Lucia*
	+ Center for Performing Arts 6/30/24 Revenue: $ 900,128. *Per Terri*
	+ Childcare Program 6/30/24 Revenue: $ 71,355. *Per Lucia*
	+ Telecommunication 6/30/24 Revenue: $ 17,750. *Per Lucia*
	+ Driver’s Education 6/30/24 Revenue: $ 71,743. *Per Lucia*
* WTBOE operates 2 internal service funds as follows:
	+ Paper Supplies/Printing 6/30/24 Revenue: $ 3,184.
	+ Special Revenue 2024-2025 *Per Terri*
	+ Federal Aid $2,782,186.
	+ State Aid $9,243,963.
	+ Local $ 799,622.
	+ WTBOE maintains 11 Student Activity Fiduciary Fund accounts. Receipts for fiscal year end 6/30/24: $430,195. *Per Terri*
* The Application for State School Aid and District Report of Transported Resident Students as of October 15, 2024 was audited by the firm of Bowman and Company.

**OTHER SERVICES REQUIRED**

1. Audit of the Application for State School Aid and District Report of Transported Resident Students, before edit period closes, as of October 15, 2024. **This will only be needed if we are** **still required to file such.**
2. Auditor/Accountant will need to provide the following maintenance services for the District’s

 125 Cafeteria plan:

a.) Open Enrollment – December:

* Supplies all information to give employees.
* Salary Reduction Agreement for the following:
* Dependent Care Spending Account
* Medical Spending Account
* Premium Conversion Spending Account Premiums

 (Medical, Prescription and Dental)

* Qualified Transportation Program

 b.) Tracks claims deduction and reports reimbursements to District’s payroll bi-monthly.

 c.) Sends out Statements of Activity twice a year.

1. Preparation of the annual report in compliance with Rule 15c2-12 of the Securities and Exchange Commission for the $49,750,000 School Bonds Series 1996 and $16,271,000 School Bonds Series 2005.
2. Auditor/Accountant will need to demonstrate the ability to provide consulting services for payroll expenditures, NJ State Pensions, 403b plans and 457 plans.

**RFP 26-008, AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**SPECIFICATIONS, PAGE 4**

**SUBCONTRACTORS**

Proposal shall identify subcontractors vendor proposes to use, if any, in any phase of the work covered by the Specification. The Proposer will set forth on the prescribed form, included in the RFP checklist, documents the name or names of all subcontractors to whom the proposer will subcontract work, along with evidence of **State of New Jersey Business Registration Certificate/License**. Subcontractors are required to comply with all requirements of Public School Contract Law N.J.S.A. 18A:18A-1 et seq, N.J.A.C. 17:27, and with all other Federal Laws and New Jersey Statutes not specified herein.

**SELECTION CRITERIA**

The Board of Education will evaluate proposals using the following criteria:

 1. Experience with New Jersey public school districts/clients.

 2. Availability of staff to meet the service needs of the district.

 3. References from **at least** five (5) current NJ Public School clients.

 4. Fee proposal. **No Separate Mileage/Travel Expenses will be paid.**

**PROPOSAL SUBMISSION**

**One original printed Proposal and one complete copy of your proposal on a flash drive shall be submitted in a sealed envelope showing the name and address of the Proposer and plainly marked with the appropriate RFP Title, RFP number, due date, and time of the proposal opening.** The one **original** printed Proposal will constitute the **Official Proposal** should any discrepancy arise and should be marked as “original”. If you are unable to provide one copy of your proposal on a flash drive, please submit an additional/second **printed copy** in the sealed envelope.

**Sealed Proposals are to be submitted to:**

Ms. Janine M. Wechter, CPA

 School Business Administrator/Board Secretary

 C/O Purchasing Department

 Washington Township Board of Education

 Eileen Abbott Central Administration Building

 206 East Holly Avenue

 Sewell, New Jersey 08080.

**All proposals for RFP 26-008, Auditor For Accounting/Auditing and Consulting Services, are to be submitted in writing and received on or before 11:00 A.M. on Tuesday, June 3, 2025. Any proposal received after this date and time will be disqualified.** Itis understood and agreed upon that any person in the Board of Education will be absolved from responsibility for the premature opening of any bid not properly labeled and sealed.

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**\*\*\*THIS PROPOSAL FORM MUST BE COMPLETED**

**AND RETURNED ALONG WITH ALL REQUIRED DOCUMENTATION\*\*\***

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

**RFP 26-008, AUDITOR FOR ACCOUNTING/AUDITING AND CONSULTING SERVICES**

**PROPOSAL FORM**

The undersigned hereby proposes to furnish and deliver all the required services as specified in the Specifications/Proposal, for which prices are hereby given, in strict accordance with these specifications, conditions and requirements. No plea of mistake in such accepted quotation shall be available to the undersigned**. Any Exceptions to the Specifications/Proposal must be clearly stated.**

**Information beyond this Proposal Form requirements may also be submitted**.

Print Name of Company:

Address:

Person completing Proposal (Print Name):

Authorized Signature:

Title (Print):

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SERVICES:**

The Washington Township Board of Education (WTBOE) is accepting proposals for auditing/consulting services for the 2025-2026 school year.

Services will commence upon award of a contract, **tentatively** on July 1, 2025 through June 30, 2026 with an option to extend the contract provisions, subject to mutual agreement, Board approval and the provisions of Statute. Prices must be firm for the duration of the first year agreement.

**RFP 26-008, PROPOSAL FORM**

**PAGE 2**

FEES FOR SERVICES AS DETAILED IN SPECIFICATIONS:

1.) FEES (NO SEPARATE MILEAGE/TRAVEL EXPENSES WILL BE PAID.):

|  |  |
| --- | --- |
| **ACTIVITY** | **FEE** |
| **Preparation of the CAFR financial statements for the year ending 6/30/25.** | **$**  |
| **Audit of the financial records for the year ending 6/30/25.** | **$** |
| **Audit of the Application for State School Aid and District Report of Transported Students as of 10/15/25****Note: Audit is to be performed prior to the corrections due date (before edit period closes). *This will only be needed if we are still required to file such.*** | **$** |
| **Maintenance of the District’s 125 Cafeteria plan for the plan year 1/1/26 thru 12/31/26.** | **$** |
| **Consulting Services as listed in the proposal.** | **$** |
|  |  |
| **TOTAL:** | **$** |

2.) LIST ANY ASSOCIATED/ADDITIONAL FEES AND COSTS:

 COST

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (LIST/PRINT DETAILS)

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 (LIST/PRINT DETAILS)

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 (LIST/PRINT DETAILS)

**3.) REFERENCES:**

Any Proposer for services must be known to be engaged in the business and qualified to carry out his contract. Satisfactory References from **at least five (5)** current NJ Public School clients reflecting experience with New Jersey public school districts with the name, contact person and telephone number for each reference must be included with your Proposal.

**RFP 26-008, PROPOSAL FORM**

**PAGE 3**

**REFERENCES CONTINUED:**

**a.) List at least five (5) client references with New Jersey Public School Districts for services similar to this Request For Proposals including for each client:**

 Contact Person/

Name of Organization Address Telephone No.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.) Identify any on-going legal proceeding or pending legal proceeding (arbitration,**

 **complaint or court action) filed by a client against your firm for any opinions**

 **rendered in the past five years.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**5.) List below in detail ANY EXCEPTIONS to the RFP Specifications/Proposal**

 **or any additional information for consideration (please print):**

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The Board reserves the option to renew the RFP Proposal subject to mutual agreement, approval by the Board and the provisions of Statute.

**RFP 26-008, PROPOSAL FORM**

**PAGE 4**

**4.) PROPOSAL:**

1. All documents detailed in the RFP Checklist, must accompany the Proposal.
2. Proposals shall include: rates, experience in public school environment, references and any other qualifications that will assist the Board in making a determination. Information beyond the minimum requirements may also be submitted.
3. ACKNOWLEDGMENT OF ADDENDA - State the number of the latest addendum to the bid package upon which the bid is based, or state none, if no addenda have been issued.

**Sealed Proposals** submitted in writing **for RFP 26-008, Auditor For Accounting/Auditing and Consulting Services,** will be received, at Prevailing Time, by Ms. Janine M. Wechter, School Business Administrator/Board Secretary, **no later than 11:00 A.M. on Tuesday, June 3, 2025. Any proposals received after this date and time will be disqualified.**

**One original printed Proposal and one complete copy of your proposal on a flash drive shall be submitted in a sealed envelope showing the name and address of the Proposer and plainly marked with the appropriate RFP Title, RFP number, due date, and time of the proposal opening.** The one **original** printed Proposal will constitute the **Official Proposal** should any discrepancy arise and should be marked as “original”. If you are unable to provide one copy of your proposal on a flash drive, please submit an additional/second **printed copy** in the sealed envelope.

**Sealed Proposals are to be submitted to:**

Ms. Janine M. Wechter, CPA

 School Business Administrator/Board Secretary

 C/O Purchasing Department

 Washington Township Board of Education

 Eileen Abbott Central Administration Building

 206 East Holly Avenue

 Sewell, New Jersey 08080.

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