



## REQUEST FOR PROPOSAL

Proposals will be evaluated by a Committee or Board Subcommittee, as appropriate. The undersigned individual, firm, or corporation, hereby proposes to serve as Township Accountant in accordance with the following:

- A. Names, title and license of all the individuals who may perform the service and/or activity.
- B. A description of the individuals or firm's experience with similar services or projects.
- C. A list of references and record of success.
- D. Demonstration of areas of expertise of staff.
- E. A description of the individual or firm's ability to provide the service or complete the activity in timely fashion or as required by the Township.
- F. A fee schedule.
- G. Availability to accommodate to working hours of the municipality, to provide the municipality with a list of documents required to complete the audit a minimum of one (1) month before beginning the audit and to attend any required/requested meetings of the municipality.

The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.

In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regard to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

All awards or waivers shall be by Resolution acted upon by the Township Committee at a Township meeting. All awards are subject to availability of funds.

All respondents shall comply with the Business Registration Act and Affirmative Action obligations as required by State law.

**To be considered, a proposal for the above position must be received on or before December 11, 2019, NO LATER THAN 10:00 A.M. All submissions shall be: two paper copies in a sealed envelope with "Submission of Qualifications / Proposals for [Name of Position]" marked on the outside to: Susan M. Dydek, Township Clerk, 237 S. Pavilion Ave., Riverside, NJ 08075.**