

Delanco Township School District

Notice of Solicitation

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Delanco Township School District, 1301 Burlington Avenue, Delanco, New Jersey, 08075 is seeking RFQs for professional services to be provided to the Board of Education as listed below for the period July 1, 2011 to June 30, 2012:

Auditor

The request for qualifications is on file at the office of the Business Administrator/Board Secretary at 1301 Burlington Avenue, Delanco, New Jersey, 08075.

The Business Administrator/Board Secretary must receive all RFQs no later than 3:00 p.m. on Thursday, April 28, 2011. All questions concerning this notice should be addressed to the Business Administrator/Board Secretary Judith F. Jackson at 856-461-1905 extension 252 or email jjackson@delanco.com.

Scope of Services - Auditor

The Delanco Township Board of Education desires to appoint a firm of certified public accountants to act as school district auditors. Applicants should demonstrate knowledge of Federal and State auditing laws, requirements and regulations, as well as, experience in providing advice to school entities on records compliance issues. Any experience or knowledge of matters that directly affect the Delanco Township Board of Education should be addressed.

Minimum Qualifications

1. The firm must employ a minimum of five (5) certified public accountants that have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment.
2. The firm must employ a minimum of five (5) certified public school 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 school districts 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 school district clients.
6. Must list past and present school district clients.
7. Must provide hourly billing rates for employees possible assigned to service the Board of Education.

Evaluation of Proposals

The Delanco School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by a committee of school district staff and a recommendation will be made to the Board of Education based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- Ability to meet all minimum qualifications
- Overall knowledge and familiarity with the operations of the School District
- Experience of the firm in providing similar services to other public bodies
- Qualifications and experience of the professional
- Qualifications and experience of the other members of the professional's firm

- The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate

Please submit two (2) copies of the proposal to:

Delanco Township School District
Attn: Judith F. Jackson
Business Administrator/Board Secretary
1301 Burlington Avenue
Delanco, NJ 08075

All submissions must be received at the Delanco School District's Board of Education Office by Thursday, April 28, 2011, no later than 3:00 p.m. at which time they will be publicly opened.

The Delanco Township Board of Education reserves the right to award separate contracts to firms which specialize in particular areas of the aforementioned scope of services.

The Delanco Township Board of Education shall award a contract to the firm that best meets the needs and interests of the Board and the School District.

The Delanco Township Board of Education reserves the right to negotiate the terms and conditions of the contract with the successful firm or individual to obtain the most cost effective services for the school district.