This request for Competitive Price Quotes is being sought in accord with Section 1, 2.1 Engagement Process from State Contract T-2458. You are being requested as one of the fourteen awardees of this contract.

The Division of Local Government Services recently awarded the City of Newark $10 million of Transitional Aid. On October 8, 2014, the New Jersey Local Finance Board places the City of Newark under state supervision, pursuant to N.J.S.A. 52:27BB-54 et. seq (the Supervision Law). Transitional Aid and the Supervision Law authorize the Division and/or Local Finance Board to exercise considerable oversight to help ensure improvement in the City’s financial position. To that end, the Division of Local Government Services is seeking a qualified firm to help provide oversight in the areas of budgeting, accounting financial reporting, and compliance with various finance laws and sound financial practices. Interested and qualified firms are asked to submit responses to this request to [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) no later than November 7, 2014. Please include “Newark Services" in the subject heading of your email.

Responsibilities will be performed under the auspices of, and cooperation with, a City Monitor who has separately been designated by the Director of the Division. Responsibilities will generally involve oversight of Newark financial practices, including, but not limited to:

* Supervising of the Department of Finance and its employees;
* Discussing with the Director, and Newark officials or governing body members under the direction of the Director, findings and recommendations for improvement; and
* Working with Newark officials and employees to advance financial capacity improvements as may be needed;
* Supervising the preparation of the Annual Financial Statement; and
* Supervising monthly cash reconciliations for all funds to ensure cash and general ledger are in balance; and
* Reviewing encumbrances, disbursements payroll and other financial transactions to ensure they are done appropriately and in accordance with law and oversight parameters; and
* Reviewing operating budgets, capital budgets, purchasing procedures, preparation of analyses and audits of accounts, vouchers, and other records and making recommendation with respect to same; and
* Preparing statements concerning the financial condition of the City as requested by the Director and or City Monitor; and
* Reviewing proposed staffing and services for the Department consistent with the needs of the City Monitor.

Specific expertise is strongly preferred in municipal or county government as a Registered Municipal Auditor or CPA. Significant experience in a large municipal government in an urban setting is preferred. Suitable office space and office equipment shall be provided by the City of Newark at no cost to the firm chosen. The provider of this service shall not be responsible for any utility payments. E-mail and web access shall be provided by the City of Newark. Weekends and Holidays will not require someone to be in the building. As with any contractor, the audit firm will be responsible for this person’s salary and benefits.

It is expected that this assignment will be ongoing through calendar year 2015.

The firm so hired by this contract shall be ineligible to be hired by the City of Newark as their independent auditor or in any other financial advisory capacity for the duration of the assignment.

**Firms that feel they can qualify must respond herein with qualifications/answers appropriate to the Division’s needs:**

* **A detailed proposal to perform the scope of work reflecting the requirements of the engagement for competitive price quotes, including a resume and description of all principles or staff that would be assigned to the task and their maximum hours of availability. Applicants must be able to provide a minimum daily average of 6 hours of on-site activity by at least one qualified staff who is either a Registered Municipal Auditor or licensed Municipal Finance Officer, or who is an accountant under the supervision of a Registered Municipal Auditor or licensed Municipal Finance Officer. Capacity for additional time commitment is strongly preferred and should be explained in the response.**
* **A contract schedule that shall identify the associated deliverables items to be submitted as evidence of completion of each task and/or sub-task: including, but not limited to: a review of personnel assigned to the Department of Finance; a review of all vendors providing services to the Department; a review of the adequacy of all financial systems; and a regular summary of supervisory activities and conclusions including reviews, recommendations, and general guidance provided to staff.**
* **Person-hour and/or labor category mix: A comprehensive chart showing the person-hours proposed to meet the requirements of the request for competitive quotes. The chart shall be designed to reflect the tasks, sub-tasks, or other work elements required by the request for competitive quote. The chart shall set forth, for each task, sub-task or other work element, the total number of person-hours, by labor category, proposed to complete the contract. The hourly rates used for each labor category shall be the all-inclusive hourly rates specified in the contract.**

**Qualifications/licenses/certifications of proposed person or persons to serve as your employee or employees on this project**

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**Name(s) of proposed person(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Listing of previous positions (experience)**

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**Number of years of experience being relied on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Line item from contract this person shall be paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount per hour of above $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**