RFP FOR
MUNICIPAL AUDITOR
2024

INSTRUCTIONS FOR RESPONDING

All those submitting proposals should review the enclosed Request for Proposals and submit two (2) copies of all requested documentation. All proposals must address all of the Sections contained in this Request for Proposals by providing documentation and/or a response to that Section. An individual or authorized party must sign all proposals. Failure to follow the instructions as set forth herein will render the submission unresponsive and will result in rejection. All submissions shall be hand-delivered, mailed by way of first-class mail, or overnight delivery service. Fax submissions will not be considered. Late submissions shall be deemed unresponsive and will not be considered. No rights are conferred upon any party by virtue of a response to this Request for Proposals unless there is a resolution appointing a Municipal Auditor and a contract awarded by the Municipal Council of the Borough of Ringwood.

RESPONSE TO REQUEST FOR PROPOSAL FOR MUNICIPAL AUDITOR

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SECTION A

IDENTIFICATION PAGE

NAME OF FIRM:_____

PRIMARY LOCATION OF FIRM: _____
_____
_____

NAME OF PROPOSER: _____

HOME ADDRESS OF PROPOSER: _____
_____
_____

STATES IN WHICH THE PROPOSER HOLDS CURRENT LICENSES:
_____
_____
_____

YEARS IF EXPERIENCE AS A LICENSED AUDITOR: _____
YEARS OF EXPERIENCE AS A LICENSES AUDITOR PRACTICING IN THE STATE OF NEW JERSEY: _____

CURRENT OR PAST EXPERIENCE: _____
_____
_____
_____
_____
_____
_____

SECTION B

PROFESSIONAL RECORD AND REPUTATION

(Please include a narrative to address this Section)

SECTION C

KNOWLEDGE OF SUBJECT MATTER

(Please include a narrative and/or provide any documentation that may be considered responsive.)

SECTION D

AVAILABILITY TO ACCOMMODATE ALL REQUIRED MEETINGS

(Please provide a narrative response.)

SECTION E

QUALIFICATIONS AND EXPERIENCE

(Please provide a narrative and/or any other documentation as a response.)

Submitted by:

_____
(Print name under line and sign)

SECTION F

FEES

(Please provide fee schedule)