



# **REQUEST FOR PROPOSALS**

## **Professional Auditing and Tax Services (FY 2024)**

**November 15<sup>th</sup>, 2024**

Submissions due: 12:00 PM Noon on Monday, December 9th, 2024

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# **REQUEST FOR PROPOSALS**

## **Professional Auditing and Tax Services**

### **I. NOTICE OF INVITATION TO BID**

Notice is hereby given that CSSD issued this Request for Proposals (RFP) for Professional Auditing and Tax Services for the organization’s operational and project portfolio for the calendar year of 2024.

Beginning today November 15<sup>th</sup>, 2024, the RFP was electronically distributed to professional financial firms throughout the region and posted to the organizational website at [www.mydowntowncamden.com](http://www.mydowntowncamden.com).

CSSD will only accept electronic submission. The submittal date for proposals is 12:00 PM Noon on Tuesday, December 10<sup>th</sup>, 2024.

Any inquiries regarding the RFP should be submitted via email to Mr. Raymond Romo, [rromo@camdenssd.com](mailto:rromo@camdenssd.com). Email requests should include “RFP – CSSD Professional Auditing and Tax Services” in the subject line. All inquiries shall be submitted by 12:00 PM Noon on Tuesday, November 26, 2024. Any inquiries submitted thereafter will be precluded from consideration.

### **II. ORGANIZATIONAL BACKGROUND & OVERVIEW**

#### **Camden Special Services District (CSSD)**

The City of Camden is amid a momentous transformation and the CSSD, a 501(c)(3) nonprofit, is part of the movement, working tirelessly to present the city’s best face to its business community, residents, students, and visitors. The mission of CSSD is to support prosperous and vibrant urban places around the downtown, waterfront, commercial, educational, medical and neighborhood communities.

With more than 15 years working in the City of Camden, the CSSD maintains and improves the physical appearance of the city’s streets and public spaces through its highly regarded Clean and Safe Program. Services are provided through third-party contractors. Public space management activities include: Cleaning -Removing trash and debris from streets and sidewalks, emptying trash cans, removing graffiti and unwanted signage, and trimming/weeding tree wells, curb lines and sidewalks. Landscaping – Design, install and landscape maintenance of landscape beds, medians, parks, public and private spaces. Hospitality and Event Support - Delivering reliable hospitality, creating and maintaining inviting public spaces, and supporting public and private events. Employees, businesses and residents recognize, appreciate and rely on the exceptional stewardship of our CSSD team. All CSSD Ambassadors and Supervisors are Camden City residents.

CSSD collaborates with key institutions, businesses, corporations, community stakeholders and neighborhood groups in various capacities for a common purpose: to make Camden a beautiful vibrant city and a better place to live, work, visit and do business. We hold fee-for-service contracts with many companies and institutions throughout the city.

### **Camden Business Improvement District (CBID)**

CSSD serves as the Business Management Corporation for the Camden Business Improvement District (CBID), representing an area of approximately 150+ blocks. In addition to cleaning the business corridors, CBID cleaning activities now extend into neighborhoods within the district boundaries. Opportunities to improve the district are limited only by our imaginations as the CBID has a broad scope, in addition to cleaning, focus is on landscape enhancements, placemaking and marketing to support our business community. The CBID is funded through a city tax assessment and, as such, activities are subject to OPRA and OPMA requirements as well as city purchasing guidelines and budgeting requirements. One member of City Council sits on the 13-person CSSD Board of Directors.

### **III. SCOPE OF WORK**

CSSD is seeking a professional financial firm to conduct its 2024 calendar year audit (January 1, 2024 – December 31, 2024).

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and the State of New Jersey Circular 15-08 OMB, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and the State of New Jersey Circular 15-08 OMB

The audit of the consolidated financial statements of Camden Special Services District, which comprise the consolidated statements of financial position as of December 31, 2024, the related consolidated statements of activities, changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

The timeline for the completion of the scope of work identified in this Request for Proposals is January 1, 2025 – April 26, 2025.

#### Deliverables:

- Twenty-five (25) hard copies or as agreed by contractor and CSSD
- Attendance at CSSD Finance Committee (date/time is to be determined)
- Attendance at CSSD Board Meeting (date/time is to be determined)

### **IV. PROPOSAL REQUIREMENTS**

Each consultant responding to this request shall submit, on or before the submission deadline date, a proposal to be called the “RFP – CSSD Professional Auditing and Tax Services.”

This should include a cover letter, table of contents, and the information outlined below:

#### **A. Identification**

1. Name of firm, address, telephone and fax number of main office and any branch office that will be involved in the project.
2. Name, title, address, telephone, fax number, and email address of the principal-in-charge.

## **B. Firm Qualifications**

Each proposal should contain a description of the in-house team assigned to the project and its role on the project. The staff summary shall include resumes of key personnel, shall identify the relevant managerial and technical qualifications of key personnel, and state the titles/roles of all team members.

Please provide an organizational chart.

## **C. Portfolio of Relevant Experience**

Consultants shall describe their specific experience, including a thorough description of other relevant projects and/or clients with similar mission, portfolio, and size, which also best demonstrate the consultant's ability to carry out the scope of work. The proposal should list a concise project understanding, methods, and preliminary schedule.

## **D. Client References**

Current or previous clients of the company with knowledge of the principal's or company's service history. Please provide at least three (3) references with preference given to references from clients with similar experience in the non-profit sector.

## **E. Copies of All Relevant Professional Certificates and Licenses**

## **F. Certificate(s) of Insurance**

## **G. Project Methodology**

The respondents shall briefly state their own understanding of the issues and tasks of the project at hand and describe the methodology to be used by their firm in accomplishing the work. Technical proposals should clearly specify the firm's methodology for the completion of all tasks. Project methodology shall clearly explain both the technical and management approach to the project.

## **H. Schedule**

- February 13, 2025 – CSSD will provide the QuickBooks files and all client prepared work papers and reconciliations.
- March 20, 2025 – A completed Draft Audited Financial Statement due to CSSD
- March 28, 2025 – Presentation of Draft Audited Financial Statement to Finance Committee
- April 11, 2025 – Presentation of Draft Audited Financial Statement to Board of Directors
- April 18, 2025 – Final copy of Audited Financial Statements due to CSSD
- April 25, 2025 – File Form 990, NJ CRI-300 and submit to City Council

## **I. Fee Proposal**

Respondents should provide a fee proposal for an amount not to exceed, including a cost breakdown for each task identified in the project scope of work. Costs shall be calculated and invoiced on an hourly basis with the costs of each staff member being stated. This hourly billing rate shall include the individual's salary, benefits, overhead, profit, and any multipliers and/or such costs. Consultants should provide an hourly rate schedule for all consultant members and sub-consultants who will work on the project.

If additional work is authorized under this contract as a change order, consultant will hold the same fee rates and schedule attached with this submission.

All reimbursable expenses (including but not limited to items like printing and delivery charges) will be included within the submitted fee. No exceptions.

## **V. PROPOSAL ADMINISTRATION**

### **A. Submission**

Respondents shall deliver one (1) electronic copy of their proposal to Mr. Raymond Romo at rromo@camdenssd.com. All emails should include “RFP – CSSD Professional Auditing Services” in the subject line.

The submittal date for proposals is 12:00 PM Noon on Tuesday, December 10th, 2024

Proposals will not be accepted after the time specified for submission. Proposals received after the hour appointed will be deemed invalid and returned unopened. It is the full responsibility of bidder to ensure delivery to CSSD by the date and time deadline with no exceptions.

### **B. Inquiries**

Any inquiries regarding the RFP should be submitted via email to Mr. Raymond Romo at rromo@camdenssd.com. Email requests should include “RFP – CSSD Professional Auditing Services” in the subject line. All inquiries shall be submitted by 12:00 PM Noon on Tuesday, November 26, 2024. Any inquiries submitted thereafter will be precluded from consideration.

Oral responses will not be provided.

### **C. Evaluation Criteria**

CSSD will evaluate each proposal submitted at its discretion and recommend a firm to the CSSD Finance Committee. Respondents will be evaluated according to the following criteria:

- Quality and Completeness of Proposal (25%)
- Relevant Experience with Auditing Non-Profits of Similar Size/Portfolio (25%)
- Fee Schedule (50%)

This RFP does not commit CSSD to award a contract or to procure a consultant for services. CSSD reserves the right to reject all proposals, accept sections of separate proposals, to negotiate with competing consultants, and/or make no award. Award may be based solely on initial offers. CSSD may interview the firms that submit a proposal. Award may be made to the responsible firm whose proposal is most advantageous to the project.

### **D. Insurance Requirements**

The consultant shall secure and maintain in force, for the term of the contract, the insurance coverage provided herein. The selected consultant shall provide CSSD with current certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be cancelled for any reason except after thirty [30] calendar days written notice to CSSD. CSSD shall be listed as additional insureds on all policies.

- **Professional Liability Insurance:** The consultant shall maintain Professional Liability insurance for itself and subconsultants. The limits of liability shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The insurance carrier shall be registered with the New Jersey Department of Insurance and licensed or authorized to

conduct business in the State of New Jersey, as required by law. In the event of a loss, the consultant shall be held responsible for payment of the deductible as though there were no deductible. Such insurance shall be maintained for a period of not less than six [6] months following the actual completion and acceptance of the project by Owner. Contractual Liability Insurance is not acceptable.

- **General Liability** – Minimum of \$1,000,000 per occurrence based upon the specific work and values involved. The CSSD shall be named as additional insured with respect to general liability.
- **Worker’s Compensation and Employer’s Liability** – Statutory.

Please include evidence of insurability with your proposal.

### **E. Indemnification**

The selected individual or firm shall defend, indemnify and hold harmless the CSSD, its officers agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual or firm’s acts or provisions under this proposal.

### **F. Equal Employment Opportunity Provisions**

Companies and their subconsultants will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All potential firms must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential firm must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

### **G. Statutory and Other Requirements:**

#### **a. Compliance with Laws**

Any contract entered into between the contractor and the CSSS must be in accordance with and subject to compliance by both parties with the New Jersey Local Public Contracts Law. The contractor must agree to comply with the non-discrimination provisions and all other laws and regulations applicable to the performance of services there under. The respondent shall sign and acknowledge such forms and certificates as may be required by this section.

#### **b. Mandatory EEO/Affirmative Action Compliance**

No firm shall be issued a contract unless it complies with the EEO/Affirmative Action requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as identified in the documents attached hereto. If awarded, the form shall be properly executed.

#### **c. Americans with Disabilities Act of 1990**

Discrimination on the basis of disability in contracting for the delivery of services is prohibited. Respondents are required to read American with Disabilities language that is part of the documents attached hereto and agree that the provisions of Title II of the Act are made part of the contract. The contractor is obligated to comply with the Act and hold the CSSD harmless.

**d. Ownership Disclosure**

No corporation or partnership shall be awarded any contract for the performance of any work or the furnishing of any goods, unless, with receipt of the Bid of said corporation or partnership, there is submitted to the CSSD a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or greater interest therein. The Respondent shall complete and submit the form of statement prior to award of the contract.

**e. Non-Collusion Affidavit**

The Non-Collusion Affidavit, which is part of this BID, shall be properly executed and submitted prior to award of the contract.

**f. N.J. Business Registration Certificate**

Certificate required pursuant to C57, PL2004; failure to be registered by time of contract award may be cause for rejection. Entities or individuals that need to file for a certificate may do so on-line through the NJ Division of Local Government Services at the following link:

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

**g. Disclosure of Investment Activities in Iran**

P.L. 2012, c.25 prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran.

**VI. MISCELLANEOUS**

- A.** The Contract will be between CSSD and selected firm. The contract will be a lump sum, not-to-exceed contract. Reimbursable expenses shall be included in the lump sum contract cost. CSSD will compensate for normal and reasonable office expenses, including but not limited to: telephone charges, photocopying, duplication/copying, postage, transportation to or from sites, express/overnight mailing, and other reasonable business-related expenses as long as they are included in the lump sum not-to-exceed fee proposal.
- B.** Any item that, in the opinion of the consultant, may have been inadvertently omitted and would be necessary for successful completion of the project should be included in the proposal and documented.
- C.** Payment of all subconsultants shall be the sole responsibility of the consultant. Nothing contained herein shall create a contractual relationship between any subconsultant and the CSSD.
- D.** All work products produced by the consultant(s) and its members, and/or by any third party during the term of the Contract resulting from this RFP are the sole property of Camden Special Services District (CSSD). CSSD shall be the sole owner of all digital data, graphics, and documents, as well as all hardcopy and publishable documentation resulting from the reports.
- E.** Each proposal submitted pursuant to this Request for Proposals shall be prepared at the sole cost and expense of the Respondent.

**END OF RFP DOCUMENT**