

BOROUGH OF RINGWOOD
MUNICIPAL BUILDING
60 MARGARET KING AVENUE
RINGWOOD, NEW JERSEY 07456

PLEASE TAKE NOTICE, that the Borough of Ringwood has a need to award a contract for the position of Municipal Auditor for 2024 calendar year and, therefore, is requesting proposals for the award of such a contract through a fair and open process in accordance with N.J.S.A. 19:44A-20.4, et seq.

All those interested in submitting proposals may obtain same through the Municipal Clerk of the Borough of Ringwood located at the Municipal Building, 60 Margaret King Avenue, Ringwood, New Jersey 07456 or via our website www.ringwoodnj.net - Important Links – Bids & RFPs.

Please be further advised that two (2) copies of all proposals must be submitted to the Municipal Clerk of the Borough of Ringwood at the Ringwood Municipal Building on or before Friday, December 15, 2023, at 1:00 pm.

NICOLE LANGENMAYR, RMC
MUNICIPAL CLERK

1t: November 29, 2023
Trends
Fees

**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

TABLE OF CONTENTS

Section A	-	Identification Page
Section B	-	Experience/Reputation
Section C	-	Knowledge of Subject Matter
Section D	-	Availability
Section E	-	Personnel/Resources
Section F	-	Fees

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: _____

