

# THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY

## REQUEST FOR QUALIFICATIONS & PROPOSAL

### PROFESSIONAL AUDITING SERVICES

The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is issuing a Request for Qualifications & Proposal (RFQ/RFP) from Auditors licensed in the State of New Jersey to provide professional auditing services to serve as the TTHMUA's Auditor, to audit the financial statements of the business type activities of the TTHMUA for the year ending November 30, 2021 and to provide additional services including financial advice and opinions, as necessary, **from March 1, 2022 to February 28, 2023.**

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. The required submittal forms to be submitted with the RFP's can be found on our website at [www.hillsboroughmua-nj.org](http://www.hillsboroughmua-nj.org).

Proposals will be evaluated by TTHMUA on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a) Experience and reputation in the field of 20 plus years;
- b) Knowledge of the TTHMUA and the subject matter to be addressed under the contract;
- c) Availability to accommodate any required meetings of the Authority;
- d) Designated professional and support staff and location of firm's offices;
- e) References in general;
- f) Compensation proposal;
- g) Other factors if demonstrated to be in the best interest of the TTHMUA.
- h) Prepare an annual audit of its books, accounts and financial transactions, to assist in the preparation of operating budget; and to perform such other auditing and financial services as may be requested by the TTHMUA from time to time. It is understood and agreed that all said services shall be performed in conformity with rules and regulations promulgated by the Division of Local Government Services and by generally accepted auditing practices utilized by Registered Municipal Accountants.

Selection of Auditor shall be based solely on the TTHMUA's evaluation of the submitted material and the criteria set forth in this document. The TTHMUA reserves the right to negotiate the terms and conditions of the contract with the successful firm or firms to obtain the most advantageous outcome for the TTHMUA.

Proposals (three copies) must be submitted in writing in a sealed envelope bearing the name and address of the Proposer and the words "Professional Auditing Services." Proposals shall be sent to the Qualified Purchasing Agent of the Township of Hillsborough Municipal Utilities Authority, located at 220 Triangle Road, Suite 234, Hillsborough NJ 0884 no later than **Friday, January 21, 2022 at 10:00 A.M.**, at which time all proposals shall be opened.