

## **Request for Qualifications Washington Township Fire District**

### **AUDITING FIRMS**

**GENERAL CRITERIA:** The Washington Township Fire District desires to appoint an individual or firm in accordance with N.J.S.A. 40A: 5A-15 for the purpose of conducting an annual audit of the books and records of the District for the year ending December 31, 2023. The individual or firm must have a minimum of ten (10) years' experience in governmental auditing in the State of New Jersey.

### **Submissions Must Include**

1. Evidence of license to practice as a firm of Certified Public Accountants.
2. List of current and past governmental audit clients served by the firm.
3. Resumes of partners and managers in the firm expected to act on this assignment.
4. Description of the staff employed by the firm including partners, managers, and other staff including numbers employed for each category. Include number of Certified Public Accountants and Registered Municipal Accountants.
5. Amount of professional liability Insurance coverage maintained.
6. Addresses of offices located in close proximity to the District.
7. Description of debt financing experience including the number and amount of financings for the past year for the firm.
8. Description of any other factors the proposing party believes are relevant to its ability to provide the District with superior service.

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Firm size and number of CPAs and RMAs;
2. Experience and reputation of the firm in performing governmental audits and assisting in debt financings;
3. Ability to perform the task in a timely fashion, including adequacy of staffing;

4. Demonstration of familiarity with accounting and reporting for New Jersey Fire Districts;  
and

5. Other factors if demonstrated to be in the best interest of the District.

**Requirements**

RFQ must be postmarked or hand-delivered to the office no later than **January 31, 2024**

**to:**

Nancy Corson  
Washington Township Fire District  
PO Box 653  
Turnersville, NJ 08012

Please submit one original and five (5) copies of the RFQ. Use white 8" x 11" paper.