

1NOTE: The Borough of North Arlington will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals.

**REQUEST FOR PROPOSALS
FOR THE PROVISION OF ACCOUNTING AND TAX SERVICES**

ISSUE DATE: November 15, 2016

DUE DATE: November 30, 2016

Issued by

Borough of North Arlington

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposals:

“Borough” - refers to the Borough of North Arlington.

“Proposal Statement” - refers to the complete responses to this RFP submitted by the Respondents.

“Qualified Respondent” - refers to those Respondents who (in the sole judgment of the Borough) have satisfied the Proposal criteria set forth in this RFP.

“RFP” - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

“Respondent” or “Respondents” - refers to the interested firm(s) that submit a Proposal Statement.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Borough is soliciting Proposal Statements from interested persons and/or firms for the provision of accounting and tax services, as more particularly described herein. Through a Request for Proposal process described herein, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Proposal Statement in accordance with the procedure and schedule in this RFP. The Borough will review Proposal Statements only from those firms that submit a Proposal Statement which includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of North Arlington.

1.2. Procurement Process and Schedule.

The selection of Qualified Respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44-20.4 et seq., however. The Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Proposal Statement in response to the RFP Proposal Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFP, which will be applied in the same manner to each Proposal Statement received.

Proposal Statements will be reviewed and evaluated by the Borough and its legal and/or financial advisors (collectively, the “Review Team”). The Proposal Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFP. Under no circumstances will a member of the review team review responses to an RFP for a job which they or their firm submitted a response. Based upon the totality of the information contained in the Proposal Statement including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and financial standpoints). Each Respondent that meets the requirements of the RFP (in the sole judgment of the Borough) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the Borough.

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The

Borough reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the Borough's Designated Contact Person, in writing.

Designated Contact Person:

Mr. Stephen Lo Iacono,
Borough Administrator
Borough Hall
214 Ridge Road
North Arlington, New Jersey 07031
201-991-6060 ext 107

Proposal Statements must be submitted to, and be received by, the Borough, via mail, email (sloiacono@northarlington.org) or hand delivery, by 4:00 p.m. EST on November 30, 2016.

Subsequent to issuance of this RFP, the Borough (through the issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Borough.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

	ACTIVITY	DATE
1.	Issuance of Request for Proposals	November 15, 2016
2.	Receipt of Proposal Statements	November 30, 2016
3.	Opening of Bids	November 30, 2016
4.	Borough Team Analysis of Bids	approximately one month
5.	Award	TBD

Section 1.3. Conditions of Applicable to RFP.

Upon submission of a Proposal Statement in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal Statement:

1. All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
1. The Borough reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
2. The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP, or a Proposal Statement that is not responsive to the requirements of this RFP.
3. The Borough reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
4. All Proposal Statements will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.
5. Any and all Proposal Statements not received by the Borough by 4:00 p.m. Prevailing Time on November 30, 2016 will be rejected.
6. Neither the Borough, nor their respective staffs, consultants or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal Statement, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal Statement or for participating in this procurement process.

Section 1.4. Rights of Borough.

The Borough reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

1. To determine that any Proposal Statement received complies or fails to comply with the terms of this RFP.

2. To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
3. To waive any technical non-conformance with the terms of this RFP.
4. To change or alter the schedule for any events called for this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
5. To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the Proposal Statement and to request additional information to support the information included in any Proposal Statement.
6. To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
7. The Borough shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5. Addenda or Amendments to RFP.

During the period provided for the preparation of responses to the RFP, the Borough may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Borough and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6. Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Borough, its staff or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal Statement or other information required by the RFP.

1.7. Proposal Format.

Responses should cover all information requested in the Questions to be answered in this RFP.

Responses which in the judgment of the Borough fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Borough to solicit Proposal Statements from Respondents that have expertise in the area of municipal accounting and tax services and all its necessary areas of knowledge.

2.1 SCOPE OF ACCOUNTING SERVICES

The Scope of Accounting Services consists of the following two components:

General Accounting:

Post all cash receipt and disbursement transactions as well as receivable and payable transactions to books of original entry, in accordance with the State of New Jersey, Division of Local Government Services Accounting Directives and Local Finance Notices.

Prepare monthly general ledger and financial reports detailing all revenues, encumbrance, expenditures, and other fund balance transactions of the Borough by the 25th of the following month.

Prepare monthly cashflow projections.

Prepare financial reports for submission and reimbursement from Grant Agencies.

Reconcile all bank accounts.

Prepare and review the payroll of the Borough on a weekly basis and submit information to the Borough's payroll processing service.

Annually process and prepare IRS Form 1099's and 1096.

Review documentation for council meetings such as the Bill list for inclusion of all payment of claims.

Assist staff and departments with utilization of a remote purchase requisition system.

Assist the Chief Financial Officer, Borough Administrator and external auditor in the preparation of schedules and any other duties deemed necessary.

The proposer will not be required to perform any other administrative functions, such as initiating or approving transactions.

All records will be maintained by the proposer in accordance with state record retention laws, but remain the property of the Borough of North Arlington. Any and all records will be surrendered to the Borough of North Arlington upon request. The proposer will not release records or information related to the Borough unless approved by the Borough Administrator.

Accounts Payable:

Process purchase requisitions and prepare purchase orders upon Borough approval and in accordance with the State of New Jersey, Division of Local Government Services Accounting Directives (Must utilize encumbrance system for all funds).

Process purchase orders and obtain require vendor certification of goods and services provided.

Invoice claims on a monthly basis as scheduled and prepare a bill list for approval by the Chief Financial Officer to be presented to the Council monthly.

Upon approval of the Council, prepare checks for the necessary claims of the Borough of North Arlington (These will be signed by Officials of the Borough).

Implement remote purchase requisition system to be used by the various departments of the Borough to facilitate the processing of requisitions and purchase orders.

Maintain encumbrance system which includes updating for temporary and adopted budgets as well as transfers between budget line items upon approval of the Borough Council.

Prepare monthly reports detailing by budget line item the budgeted amount, modified budget amount, encumbrances, expenditures, and available balances.

Prepare Chapter 159's.

All other data processing necessary for the accounts payable process as required to carry out the above tasks.

2.2 SCOPE OF TAX SERVICES

General Procedures

Staffing will be provided in order to operate the standard functions of a New Jersey municipal tax office, as further detailed below.

The work processes and procedures will be performed in a mutually agreed fashion with the guidelines established by the municipal tax collector and chief financial officer, and in accordance with local and New Jersey State statutory requirements.

The Borough will be responsible to provide the equipped office space, computer system, forms and other expendable supplies for the tax office.

Specific Services

Collection of real estate taxes: To receipt and process all types of property tax and special taxes as issued by the Borough. This shall include providing “Walk-in” counter services, the recording of lock box payments, as well as the production and processing of bulk payments by mortgage companies. Interest shall be assessed and payments shall be applied in accordance with Chapter 75 statutes. The transactions processed shall be reconciled to monies received and prepared for bank deposit. Adequate staffing will be provided to efficiently accommodate peak collection periods.

Collection of general revenues: In addition to real estate taxes, staffing will be provided to allow for the collection and deposits of all forms of general revenues that are either processed by this department or forwarded from other departments. These monies will be recorded and prepared for bank deposit.

Maintenance of Property Tax records: The property tax records shall be maintained to keep the information in these records current. This includes recording owner changes, bank codes, new properties and subdivision, etc. This work shall be coordinated and synchronized with the local tax assessor.

Production of Regular Tax Bills: For regular tax billing, the assessments, deductions and other exemptions shall be proofed and updated in accordance with the county tax duplicate. Those services as required to produce and mail tax bills will be provided. The same services shall be provided for Added and Omitted billing.

Production of Special Tax Bills: Those services as required to produce and mail authorized special assessment billing will be provided.

Production of PD5 forms: Those services as required to produce, mail and record the return of senior PD5 forms in the State designated format.

Production of Pro-rated Deduction Bill-backs: Assist the tax collector in the calculation and production of Deduction bill-backs due to loss of deduction status.

Production of Delinquent Notices: These will be produced and mailed in accordance with the schedule provided by the tax collector.

Tax Sale Preparation: Provide those services necessary to assist the tax collector in the preparation of tax sale notices and advertisements, the preparation and conduction of the tax sale, as well as the receipting of payments and production of tax sale certificates.

Maintenance of Property Liens: The staff provided, shall maintain the property lien records in accordance with State statutes. This includes correct production of certificates, the recording and the accrual of subsequent payments and fees. Produce accurate Lien Payout worksheets and process lien redemptions correctly.

Production of Homestead Delinquency Report & File: This staff service will include the production and forwarding of the State mandated homestead delinquency report and electronic file.

Production of standard reports: As requested by the tax collector or chief financial officer, the staffing personnel shall provide monthly cash receipts, balance and/or credit reports as are contained within the application software being used to maintain these records. This shall also be true for other financial and general information reports contain within that system.

Information Services: This shall consist of responding to and servicing all forms of information requests presented to this office. This includes answering telephone calls, servicing walk-ins, as well as written or faxed requests. These requests may come from home owners, mortgage companies, tax search firms, lawyers, as well as other interested parties. This information may be presented either verbally or consist of the production of requested print-outs. Any fees applicable to these services shall be assessed and collected.

Other Services: Other service requests may be forwarded by the tax collector and chief financial officer. Those requests that may be considered "within the normal flow of business" will be included and provided. Those requests which constitute special projects (i.e. require significant research, require the production of a specialized report, etc.) shall be provided on an accepted quoted price basis.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The Proposal Statement submitted by the Respondent must meet or exceed the professional, administrative and financial proposals set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal Statement. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements.

The Respondent shall, as part of its Proposal statement, provide the following information:

1. A summary page containing information requested in this Proposal Statement.
2. An executed Letter of Proposal. The proposal MUST include pricing for both staffing and software and the services of each item must be clearly described with a breakdown of costs for each service. The proposal must indicate if the services are offered a la carte or if services must be purchased together. Pricing of each option should be clearly identified.
3. Name, address and telephone number of the firm or firms submitting the Proposal statement pursuant to this RFP, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Proposal Statement. For purposes of this RFP, “Principals” means persons possessing an ownership, interest in the Respondent. IF the Respondent is a corporation, “Principals” shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and described the nature and extent of the

parents' approval rights over the activities of the firm submitting a Proposal Statement. Describe the approval process.

- (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
- 5. An executed Letter of Intent (See Appendix B).
- 6. The number of years your organization has been in business under the present name.
- 7. The number of years the business organization has been under the current management.
- 8. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 9. Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
- 10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- 11. Confirm appropriate federal and state licenses to perform activities.

Section 3.3 Professional Information Requirement.

- a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP.
 - 1. Description, pricing and scope of work by Respondent.
 - 2. Name, address and contact information of references
 - 3. Explanation of perceived relevance of the experience to the RFP.
- b. Describe the services that Respondent would perform directly.
- c. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

- d. Does the Respondent normally employ union or non-union employees?
- e. Resumes of key employees.
- f. A narrative statement of the Respondent's understanding of the Borough's needs and goals.
- g. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. For purposes of the above "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandchild, and in-laws by reason of relation.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4. Submission of Proposal Statements

Respondents must submit an original and ten (10) copies of their Proposal Statement to the Designated Contact Person

Mr. Stephen Lo Iacono
Borough Administrator
Borough Hall
214 Ridge Road
North Arlington, New Jersey 07031

Proposal Statements must be received by the Borough no later than 4:00 p.m. (EST) on November 30, 2016.

To be responsive, Proposal Statements must provide all requested information and must be in strict conformance with the instructions set forth herein. Proposal Statements and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

5.1 The Borough's objective in soliciting Proposal Statements is to enable it to select a firm or organization that will provide high quality and cost effective services to the citizens of North Arlington. The Borough will consider Proposal Statements only from firms or organizations that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFP.

5.2 Proposals will be evaluated by the Borough on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Experience and reputation in the field;
2. Knowledge of the Borough and the subject matter addressed under the contract;
3. Availability to accommodate the required meetings of the Borough; and
4. Other factors, including price, demonstrated to be in the best interest of the Borough.

SECTION 6

These RFPs shall be reviewed by the Mayor, Borough Attorney and Borough Administrator.