

**City of Hoboken Request for Qualifications From Individuals or Firms Interested
in Serving as Auditor to the City of Hoboken for the Period
July 1, 2008 through June 30, 2009.**

Introduction

The City of Hoboken ("City") is a municipality governed according to the Optional Municipal Charter Law, N.J.S.A. 40:69A-1 to -210. Pursuant to Ordinance #DR-154, the City seeks Requests for Qualifications ("RFQ") from individuals or firms interested in serving as auditor to the City of Hoboken. The successful candidate shall be licensed as a Registered Municipal Accountant and have significant experience in public sector auditing. The successful candidate will provide the City with auditing services including, but not necessarily limited to:

- 1) In accordance with the "Local Fiscal Affairs Law," N.J.S.A. 40A:5-4, conduct the annual audit of the books and records of the City of Hoboken, the Hoboken Parking Utility and the Hoboken Municipal Court for the Fiscal Year that ended June 30, 2008;
- 2) Assist with preparation of the Annual Financial Statement and Annual Debt Statement if requested;
- 3) Assist with the preparation of the municipal budget if requested;
- 4) Attend meetings as required, including committee meetings, staff meetings and public hearings, if requested; and,
- 5) Any other matters as directed by the Mayor of the City of Hoboken.

Professional Information and Qualifications

Copies of the standardized submission requirements and selection criteria are on file and available at the Hoboken City Clerk's Office, Hoboken, New Jersey and on the City of Hoboken web-site www.hobokennj.org. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all offices and corresponding telephone and fax numbers. Please note specifically the name and location of every individual who will be assigned to work with the City;
3. For all individuals who will be providing services to the City, a description of their education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;

4. Experience related to representation of other public entities;
5. At least four (4) references, three (3) of which must have knowledge of your work auditing public entities;
6. Examples of your record of success representing public entities;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount;
9. A copy of your New Jersey Business Registration Certificate; and,
10. Any other information that the interested firm deems relevant.

Selection Criteria

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

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;
4. Cost competitiveness; and,
5. All applicants must be able to certify compliance with the City of Hoboken's "Public Contracting Reform Ordinance," #DR-297 (Section 20A-11 et seq. of the Code of the City of Hoboken).

Submission Requirements

Please submit one original and nine (9) copies of the submission on or before 11:00 AM on Thursday, September 18, 2008.

Proposals must be mailed or delivered to:

James J. Farina, City Clerk
Hoboken City Hall

94 Washington Street
Hoboken, NJ 07030

On the outside of the submission, it must state:

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