

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 2017 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 should review the request for proposals and submit two (2) copies all documentation requested and 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](http://www.ringwoodnj.net) - Important Links – Bids & RFPs.

Please be further advised that two (2) copies all proposals must be submitted to the Municipal Clerk of the Borough of Ringwood at the Ringwood Municipal Building on or before Thursday, December 1, 2016, at 10:00 am.

KELLEY HALEWICZ, RMC  
BOROUGH CLERK

1t: Wednesday, October 26, 2016  
The Trends  
Fees

**RFP FOR  
MUNICIPAL AUDITOR  
2017**

## **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**

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**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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**SECTION E**

**QUALIFICATIONS AND EXPERIENCE**

(Please provide a narrative and/or any other documentation as a response.)

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Submitted by:

\_\_\_\_\_  
(Print name under line and sign)

**SECTION F**

**FEES**

(Please provide fee schedule)

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