



SPECIFICATIONS

FOR

**COMPLETION OF 2020 AUDIT
RFP – 2020/03/01**

AS 11:00 AM

March 25, 2020

Please read and follow the attached Instructions and Specifications carefully. Failure to follow Instructions and Specifications may result in rejection of your proposal.

Information: Jeff Roberson, Jr.
Director of Contracts and Procurement
26 Journal Square 14th Floor Jersey
City, New Jersey 07306

Telephone: 201-360-4054



Fair and Open Specifications and Instructions

Proposals will be open and announced at 26 Journal, Square 14th Floor, Jersey City, New Jersey conference room on March 25, 2020, at 11:00 am

AUDIT SERVICES

RFP - FO # 20/03/01 AS

Vendor/Company Name: _____

Address: _____

Telephone: _____

Signature: _____

Title: _____

Special Instructions:

Proposers must show proof of Business Registration Certificate prior to the award of contract.

The successful proposer will also be required to provide additional documentation including, without limitation, a) Ownership Disclosure compliance, b) Non-Collusion Affidavit, c) Disclosure of Investment Activities in Iran, and d) compliance with the Mandatory Equal Employment Opportunity Language. Forms are included herewith and may be provided with the proposal but in no event later than the time required by law.

The proposal must be enclosed in a sealed envelope bearing the name of the proposal, number and the proposer's name and address on the outside.

FAIR AND OPEN PROPOSAL

AUDIT SERVICES

RFP - FO #

20/03/01 AS

BACKGROUND:

Hudson County Community College is located in Jersey City and North Hudson area. The College has a student enrollment of over 8,800 credit students and 7,500 non-credit students. The College owns seven buildings in Journal Square and one building in the North Hudson area. The budget is approximately \$60 MM, and the College employs over 300 full-time employees plus adjunct faculty and part-time employees. Also, the College has a \$50MM capital renovation program in progress.

The College is a comprehensive urban community college with a mission to offer high-quality program and services.

SCOPE OF SERVICES:

College management writes the management, discussion, and analysis report and prepares the financial statements except for the cash flow statement. The scope of services is to complete 2020 audit of the College books, including financial statements, grants, credit hour programs, and requirements of the College for the fiscal ending June 30, 2020.

Requirement # 1- Financial Statements

- Audit of the Financial Statements - the audit will be in accordance with generally accepted auditing standards of the Governmental Accounting Standards Board Statement No. 34/35 and 14/39 (GASB) and the standard applicable to Financial Audits contained in Government Auditing Standards issued by the Controller General of the United States.

This includes a report on compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with the Government Auditing Standards.

FAIR AND OPEN PROPOSAL

AUDIT SERVICES

RFP - FO # 20/03/01 AS

Requirement #2- Single Financial Assistance Audit

- Provide a report on basic financial statements and the schedules of Federal and State of New Jersey Awards. This includes the preparation of the Schedule of Expenditure of Federal Awards and the Schedule of Expenditures of the State of New Jersey as Financial Assistance, required by the U.S. OMB Circular A-133 Audit of States, Local Governments and Non-profit organizations and the State of New Jersey OMB Circular 98-07, Signal Audit Policy for Recipients of Federal Grants, State Grants and State Aid.
- Report on compliance and/on internal control over financial reporting based on an audit of financial statement performed in accordance with the Government Auditing Standards.
- The Single Audit is due March 31, or date set by the State of New Jersey.

Requirement #3- Credit Hour Programs and Requirements

Report on:

- Total Unweighted Differential Credit-Hour Equivalent Credit-Hour Enrollments.
- Senior Citizen Unweighted Differential Credit-Hour and Equivalent Credit-Hour Enrollments.

This report will be due September 1st or the date set by the State of New Jersey.

OTHER REQUIREMENTS:

- Attendance in meetings with College Administration and the Board of Trustees relating to audit plans, exit conference results.
- Submission of Management Report if needed.
- Submission of the agreed amount of copies of the reports to the Board of Trustees and College Administration. (35 copies for Financial Statements Audit, 15 copies for Single Financial Assistance Audit and 15 copies for Enrollment Audit).
- Completion of all of the audit work for the audited Financial Statements to be presented no later than the January 2016 Board of Trustees meeting.

FAIR AND OPEN PROPOSAL

AUDIT SERVICES

RFP - FO # 20/03/01 AS

PROPOSAL FORMAT OF RESPONSE:

Six (6) copies of a formal, written proposal addressing each of the aforementioned areas shall be submitted. The proposal shall include:

- **HIGHER EDUCATION EXPERIENCE:**
A firm must have experience in performing audits for New Jersey Community Colleges, which includes performing student enrollment audits and financial assistance single audits. A minimum of three years is preferred. Please provide a list of current clients with your proposal, including four references.
- **INFORMATION ON FIRM:**
Please provide background information on the firm, including identifying staffing for this proposal and a copy of their resume. Also, provide copies of any State licenses or certifications that the firm holds as auditors.
- **ENGAGEMENT LETTER:**
An engagement letter describing the terms and conditions of the engagement in accordance with the requirements stated in the proposal and will be executed by the selected firm.

FEE

- , The proposer may include a lump sum all-inclusive amount or an hourly rate for the completion of the above scope of services.

BASIS OF AWARD

- The College reserves the right to award a contract to the proposer whose proposal, price and other factors considered, is in the best interests of the College, as determined by Board of Trustees.

Please send the proposal to the attention of:

Jeff Roberson, Jr.
Director of Contracts and Procurement
Hudson County Community College
26 Journal Square - 14th Floor
Jersey City, New Jersey 07306

Telephone #:)201) 360-4054
Fax #: (201) 656-8961

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all proposal and proposal submissions. Failure to submit the required information is cause for automatic rejection of the proposal or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Proposer/proposer; that the *Hudson County Community College (“College”)* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the *College* to notify the *College* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *College* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY/ _____

Specify, of Other

COUNTY OF _____

I, _____, of the (City, Town, Borough) of _____ State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____, the Proposer making the Proposal for the above named contract, and that I executed the said Proposal with full authority to do so; that said Proposer has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive proposalding in connection with the above named contract; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge, and the State of New Jersey relies upon the truth of the statements contained in this affidavit in awarding the contract for the said contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Name of Vendor

(N.J.S.A. 52:34-15)

By: _____
(Signature of Authorized Representative)

Subscribed and sworn to before me
this ____ day of _____, 20__.

(Seal) Notary Public of New Jersey/
Specify Other State
My Commission Expires _____ 20__

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A *(Cont)*

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

Acknowledged by Vendor

By: _____

Print name and title

Signature

THE
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification

OR

I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name: _____

Relationship to

Bidder/Vendor: _____

Description of Activities:

Duration of Engagement: _____ Anticipated Cessation Date _____

Bidder/Vendor _____

Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Hudson County Community College is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the College to notify the College in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Hudson County Community College and that the College at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

Bidder/Vendor: _____