

REQUEST FOR PROPOSAL

PROFESSIONAL AUDIT SERVICES

The **Stony Brook Regional Sewerage Authority**, Princeton, New Jersey (the “Authority”) is accepting proposals utilizing a non-fair and open process from Certified Public Accounting firms for professional audit and compliance services for the 2023 fiscal year. This request for proposal is designed with an option to renew by the Authority based upon satisfactory performance and comparable costs.

The Stony Brook Regional Sewerage Authority provides sanitary sewer service to five municipalities in and around Mercer County which includes Hopewell Borough, Pennington Borough, Princeton Municipality, South Brunswick Township and West Windsor Township. Operating revenues of 2022 totaled \$16,561,925 of which approximately 83% (\$13,773,315) were generated from quarterly billings to the five municipalities served. The Authority currently employs forty-seven full and part time staff and processed 3.292 billion gallons of flow in 2022. The Authority has a November 30th fiscal year end with a requirement to submit a certified copy of the audit to the New Jersey Division of Local Government Services within four months after the close of the fiscal year or before the expiration of the extended deadline as set forth by the New Jersey Division of Local Government Services. The Authority switched its finance software from SunGard eFinancePLUS to Edmunds GovTech in December 2022.

The proposal is expected to cover the following services:

1. Perform the statutory audit as required for the year ending 2023.
2. Prepare the annual comprehensive financial report for audit with all required schedules, exhibits and notes to the financial statement.
3. Perform a review of the Authority’s internal control and recommend any deficiencies.
4. Attend three exit briefings held with (a) the Executive Director; (b) the Finance Committee; and (c) Member Board (if requested).
5. Assist in the preparation of required Management Discussion and Analysis section of the Annual Audit as required by GASB Statement No. 34.
6. Be available for telephone conferences during normal business hours.
7. Copy of your firm’s most recent Peer Review Letter.

Responding firms shall provide the following:

1. Detail your firms experience in providing auditing services to regional or municipal authorities in the State of New Jersey that are in the utility or sewerage service, and how many of them uses Edmunds GovTech MCSJ finance software.
2. Provide information on whether you provide services to any related state agencies, industry associations or groups.
3. Detail your knowledge of the industry and list memberships to any/all affiliated trade affiliations.
4. Describe how your firm will approach the audit of the Authority including a broad-based timeframe outlining the approximate length of time required to perform and complete the audit.

5. Discuss the firm's independence with the Authority including but not limited to N.J.S.A. 19:44-20.4 et. Seq. commonly known as the 'New Jersey Local Pay to Play' law.
6. Identify the partner, manager, supervising accountants and/or field work personnel who will be assigned to the Authority if you are successful in your bid, and provide their respective biographies.
7. Identify areas that will receive primary emphasis during the audit.
8. Set forth your fee proposal for the 2023 audit with whatever guarantees can be given regarding increases in future years.
9. In anticipation of other accounting services outside the scope of audit work, furnish standard billing rates for the various classes of professional personnel employed by your firm.
10. Provide the contact information for other similar sized clients and name of your audit manager who will be assigned to our authority for reference papers. If possible, please provide references from those clients utilizing the same audit manager who will be assigned to the Authority if you are successful in your bid.

All business organizations that do business with the Authority are required to be registered with the State of New Jersey and provide proof of that registration before the Authority may enter into a contract. The purpose is to ensure that all businesses and their subsidiaries pay appropriate sales and use, and other taxes. Proof of registration means a copy of the organization's "Business Registration Certificate" issued by the New Jersey Division of Revenue. No other form can be substituted; it must be this form. **Each respondent must submit with their proposal a current copy of their respective "Business Registration Certificate"; failure to provide this document at the bid opening will be cause for the rejection of that bid.**

Respondents must also adhere to all requirements as set forth in a "Non-Fair and Open Contract" process as outlined in the "N.J. Local Unit Pay to Play" Law (N.J.S.A. 19:44A-20.4 et seq.).

One (1) original proposal and one (1) copy, both signed by the individual, firm, partnership, or corporation, together with its principal post office address must be received no later than **11:00am on Monday, December 4, 2023**, to the Administration Building at 290 River Road, Princeton, New Jersey 08540. The envelope containing the proposal must be sealed, addressed to the Stony Brook Regional Sewerage Authority, and clearly designated on the outside of the envelope "**Professional Audit Services**".

Mail or hand deliver to:

William Chong
Finance Director
Stony Brook Regional Sewerage Authority
290 River Road
Princeton, New Jersey 08540

No proposal shall be considered which is not sealed in an envelope and endorsed as directed above. No proposal will be considered which is received after the time and date stated above. Respondents are cautioned that it is the responsibility of each individual firm to assure that their proposal is in the possession of the responsible official or the designated alternate prior to the stated time place and time. The Authority is not responsible for proposals delayed by mail and/or delivery services, of any nature.

The Authority would appreciate a response if your firm decline's to submit a proposal.

Any other questions regarding this bid, please contact Mr. William Chong, via email at finance@sbrsa.org with email subject "**Professional Audit Services**". No telephone or facsimile inquiries, please.

STONY BROOK REGIONAL SEWERAGE AUTHORITY
David C. Smith, Secretary