

## SPECIFICATIONS

### AUDITOR'S QUESTIONNAIRE

The South Hunterdon Regional School District Board of Education is soliciting proposals for School Auditor for the 2018-2019 School Year. The board of Education will award a contract prior to July 1, 2018. Completed Questionnaires must be submitted to no later than 2:00pm Thursday, April 24, 2018:

Kerry Sevilis, School Business Administrator  
South Hunterdon Regional HS  
301 Mt. Airy Harborton Rd.  
Lambertville, NJ 08530

#### PURPOSE

The Board's purpose of interviewing auditors is mainly to determine the various auditing services available and what specific firms would provide these services to the district. These interviews do not reflect in any way on the quality of the services the district has been receiving.

#### QUESTION # 1

Why is your firm interested in doing the audit work for the South Hunterdon Regional High School District?

#### QUESTION #2

How do you approach an audit? What are your prime and secondary concerns?

#### QUESTION #3

Would you be available to visit the district to do preliminary work other than at audit time? Do you recommend such a procedure?

#### QUESTION #4

What other types of service are available to the district; such as advise to our Data Processing, keeping the district aware of the various laws and other advise to avoid problems?

#### QUESTION #5

Do you feel the role of the school auditor should be toward independence separate from the district personnel; or, can an auditor maintain his independence and still work intimately with the school district administration?

#### QUESTION #6

HIRED -- This is not of prime concern or consideration, but we do need an indication of what your rates are and how they are determined.

SOUTH HUNTERDON REGIONAL BOARD OF EDUCATION

QUESTIONNAIRE FOR AUDITORS

1. Name of Firm

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Address

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Telephone Number

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2. Names of Principal Partners (attach resume for each person)

Years of

Name of Partner PMA CPA Experience

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Size of Staff

No. in Position

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. List of Board of Education Clients

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5. Person(s) who would be assigned to audit our district:

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6. Of your total clients, what percentage are boards of education? \_\_\_\_\_%

7. At what address will the district records be filed:

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8. Is the person(s) assigned to audit the records familiar with the laws governing fiscal affairs of the New Jersey School Districts:

\_\_\_\_\_ Yes \_\_\_\_\_ No

9. Would you be able to complete your audit preparatory work in the district by the end of August each year? (Both regular and cafeteria)

\_\_\_\_\_ Yes \_\_\_\_\_ No

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AFFIRMATIVE ACTION LANGUAGE:

ALL PROFESSIONALS/CONTRACTORS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975, c. 127 (NJAC 17:27)

ALL PROFESSIONALS/CONTRACTORS SHALL UNDERSTAND THAT THE FOLLOWING MANDATORY AFFIRMATIVE ACTION LANGUAGE IS MADE PART OF ANY AND ALL CONTRACTS WITH THE ATLANTIC CITY BOARD OF EDUCATION.

DURING THE PERFORMANCE OF THIS CONTRACT, the contractor/professional agrees to 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, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed color, national origin, ancestry, marital status, sex or affectional or sexual orientation. Such action 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 non-discrimination 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, sex or affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, 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.

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, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of the Administrative Code (NJAC 17:27).

COMPANY NAME:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

TAXPAYER ID NUMBER:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
(street, city, state, zip code)

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 52:34-25(b) itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest:” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

<sup>1</sup> N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

**FOR CONTRACT PROPOSALS IN EXCESS OF \$17,500 ANNUALLY ONLY:**

**REPORT CONTRIBUTIONS OF OVER \$300 BY YOUR BUSINESS OR ANY OF ITS PARTNER OFFICERS, OR THEIR SPOUSES, TO:**

- **A STATE PARTY COMMITTEE**
- **ANY POLITICAL ACTION COMMITTEE**
- **ANY COUNTY OR MUNICIPAL PARTY COMMITTEE IN HUNTERDON COUNTY**
- **ANY LEGISLATIVE LEADERSHIP COMMITTEE**
- **ANY CANDIDATE FOR THE SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION**
- **ANY CANDIDATE FOR ELECTIVE OFFICE OF ANY KIND WITHIN HUNTERDON COUNTY**

# ● C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

Vendor Name:			
Address:			
City:	State:	Zip:	

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

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## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)



**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full age,  
being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon  
(name of contracting unit)  
the truth of the statements contained in said Proposal

and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2 \_\_\_\_\_

(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)