# OLDMANS TOWNSHIP

Salem County, New Jersey

---

# REQUEST FOR PROPOSALS

Registered Municipal Accountants (RMA)

**RFP ISSUE DATE**

November 2, 2026

**PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time**

**CONTRACT TERM**

January 1, 2027 – December 31, 2027

**SUBMIT TO**

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

**CONTACT**

856-299-0780

www.oldmanstownship.com

---

**PURPOSE**

The Township of Oldmans is soliciting proposals from qualified Registered Municipal Accountants (RMA) licensed to practice in the State of New Jersey to serve as Township Auditor for the period of January 1, 2027, through December 31, 2027.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

---

**NOTICE TO PROPOSERS**

Sealed proposals will be accepted until:

**December 1, 2026, at 12:00 PM**

at:

**Oldmans Township Municipal Building**
40 Freed Road
Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

**"RFP – TOWNSHIP AUDITOR SERVICES"**

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

---

**SCOPE OF SERVICES**

The Township Auditor shall:

- Serve as the Township's Registered Municipal Accountant (RMA).
- Conduct the annual audit of the Township's financial records in accordance with the requirements of the State of New Jersey.
- Prepare and submit the Annual Financial Statement and Annual Audit Report.
- Present the Annual Audit Report to the Township Committee.
- Assist Township officials with responses to audit findings and recommendations.

- Provide assistance with budget preparation and budget review.
- Prepare or assist with required state financial filings and reports.
- Provide financial and accounting advice to the Township Committee, Chief Financial Officer, Township Clerk, and other municipal officials as requested.
- Attend Township Committee meetings, budget workshops, and other meetings as requested.
- Assist with compliance related to Local Finance Board requirements and applicable state regulations.
- Review internal financial controls and provide recommendations for improvement.
- Assist with grant compliance, capital projects, debt reporting, and other financial matters as requested.
- Provide such additional auditing and accounting services as may be requested by the Township Committee.

---

**SUBMISSION REQUIREMENTS**

Each proposal shall include:

1. Name, address, telephone number, and email address of the firm.
2. Qualifications and experience in municipal auditing and accounting.
3. Description of experience providing auditing services to New Jersey municipalities.
4. Identification of the Registered Municipal Accountant who will serve as Township Auditor.
5. Qualifications and resumes of key personnel assigned to the Township.
6. Three municipal references.
7. Description of the firm's approach to providing auditing and financial services.
8. Proposed fee schedule, including:
    - Annual audit fee;
    - Budget preparation or review fees, if applicable;
    - Meeting attendance rates;
    - Rates for special projects and additional services.

9. Disclosure of any actual or potential conflicts of interest.
10. Proof of professional liability insurance.

---

**EVALUATION AND SELECTION**

Proposals will be evaluated based upon:

- Qualifications and experience.
- Experience auditing New Jersey municipalities.
- Qualifications of assigned personnel.
- Availability and responsiveness.
- References and past performance.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

---

**REQUIRED DOCUMENTS**

The successful proposer shall provide all documents required by law, including:

- New Jersey Business Registration Certificate.
- Ownership Disclosure Certification.
- Non-Collusion Affidavit.
- Certificate of Insurance.
- Affirmative Action documentation.
- Current Registered Municipal Accountant (RMA) License.
- Any additional forms required by the Township or State of New Jersey.

---

**CONTRACT TERM**

The contract shall be for the period of:

**January 1, 2027 through December 31, 2027**

Any reappointment shall be subject to approval by the Township Committee and permitted by law.

---

**COMPENSATION**

The proposal shall clearly identify all fees and charges, including:

- Annual Audit Fee
- Budget Preparation/Review Fee
- Meeting Attendance Rate
- Special Project Rate
- Grant Compliance Services Rate
- Reimbursable Expenses
- Any Other Fees

---

**QUESTIONS**

Questions regarding this RFP shall be directed to:

**Christine Pippet, Acting Township Clerk**
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

Any addenda issued for this RFP will be posted on the Township website.

---

**RESERVATION OF RIGHTS**

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

---

**PROPOSAL CERTIFICATION**

**Firm Name:** _____

**Address:** _____

---

**Telephone:** _____

**Email:** _____

**Authorized Representative:** _____

**Signature:** _____

**Date:** _____

---

**FEE PROPOSAL**

Annual Audit Fee: $_____

Budget Preparation/Review Fee: $_____

Meeting Attendance Rate: $_____

Special Project Rate: $_____

Grant Compliance Services Rate: $_____

Other Fees: $_____

Reimbursable Expenses: _____

---

Additional Comments: _____

---

---

**Township of Oldmans**
**Christine Pippet, Acting Township Clerk**
40 Freed Road
Pedricktown, NJ 08067
(856) 299-0780
www.oldmanstownship.com