

## MEMORANDUM

TO: ALL PROSPECTIVE BIDDERS

FROM: Michael McDonough, President

SUBJECT: **Audit Services 2026-2028**

Raritan Valley Community College invites all interested parties to submit proposals for auditing services covering the two-year period from July 1, 2026, to June 30, 2028. This will cover the fiscal years ending June 30, 2026, and June 30, 2027. Please note that our current auditors are also expected to participate in this process.

This invitation is issued pursuant to the State of New Jersey's Pay-to-Play statute (N.J.S.A. 19:44A-20.4 et seq.) for professional services procured through a fair and open process. The response deadline is **Friday, May 29, 2026, at 3:00 p.m.** Responses should be delivered to Michael DePinto, Director of Purchasing, Purchasing and Contracts Office, College Center, Suite C-140.

Please note that the deadline to submit all questions is **Friday, May 15, 2026, at 12:00 p.m. (Noon).** All questions must be emailed to Michael DePinto at [Michael.DePinto@raritanval.edu](mailto:Michael.DePinto@raritanval.edu).

## INSTRUCTIONS

Proposals must be submitted in a sealed envelope labeled with the RFP title, deadline date, and time. Please provide one (1) original and five (5) copies of the complete proposal package for each selection committee member.

The Audit Committee will review all proposals and may select up to three (3) firms for in-person presentations. The essential criteria the College will use in making its selection are as follows:

- Agreement that each annual audit is completed in time for presentation to the Audit Committee at the annual November Board of Trustees meeting.
- Responses to the questions posed to each firm in Section C.
- Firm experience, regulatory knowledge, and reputation.
- Technical proposal, audit approach, and staff qualifications.
- Management, timeline, and accessibility after completion of the audit.
- Cost proposal detailing annual fees and pricing, and clarification regarding out-of-pocket expenses.
- References (A list of similar clients, particularly those in higher education with similar funding sources, with contact information).
- Assurance that there are no perceived conflicts of interest, either existing or potential.

Firms are expected to provide and/or sign the following documents:

- Acknowledgment of Addenda
- Board of Trustees Letter
- Bidder Questionnaire Certification
- Non-Collusion Affidavit
- Affirmative Action Questionnaire
- Exhibit A – Mandatory Equal Employment Opportunity Language
- Statement of Ownership Disclosure
- Disclosure of Investment Activities in Iran
- Federally Funded Procurements Acknowledgment
- State of New Jersey Business Registration Certificate
- Three (3) References
- Compliance with P.L. 1975 c.127 (N.J.A.C. 17:27)

The documents listed on the checklist are prerequisites and must be returned with your response or prior to award, as indicated. Enclosures must be originals, signed, and notarized where required. Failure to return any form may result in disqualification.

We have not developed a standard form for your response. However, your proposal should directly address the selection criteria. You may also include brief promotional material and profiles of the professionals who may be assigned to our account.

Bidders using mail or delivery services should allow extra time. Submissions received after the deadline, regardless of the reason for the delay, will be rejected and, upon request, returned unopened. It is the bidder's sole responsibility to ensure that its response is delivered on time. RVCC shall not be liable for any proposals lost in transit.

RVCC reserves the right to retain all proposals for consideration for up to sixty (60) days. RVCC shall not be responsible for or bound by any verbal answers to questions during this process. All questions and responses must be in writing. The College reserves the right, in its sole discretion, to waive any insubstantial irregularities in these procedures and to permit insubstantial defects to be cured.