

**EAST RUTHERFORD BOARD OF EDUCATION
BERGEN COUNTY, NEW JERSEY**

REQUEST FOR QUALIFICATIONS - AUDITOR

CRITERIA FOR SERVICES

This Criteria for Services applies to the East Rutherford Board of Education ("ERBOE") Request for Qualifications ("RFQ") for Auditor.

The ERBOE is a K-8 public school district located in southern Bergen County, and the district has 2 school buildings and one annex, and it has approximately 900 students. The ERBOE is seeking responses from experienced board of education auditors to perform the ERBOE annual audit, and other related services as requested by the ERBOE administration. Responses should address each of the evaluation criteria set forth below.

The contract term will be from July 1, 2016, through June 30, 2017 and the time needed to complete the June 30, 2017 Comprehensive Annual Financial Report and related reports.

Responses will be evaluated by the ERBOE, or designated committee, on the basis of the following factors:

1. The vendor's experience and reputation in the field, including the experience of those persons who will be designated by the vendor to personally perform the services for the ERBOE.
2. Knowledge of the ERBOE, and of matters concerning the ERBOE, and of the subject matter to be addressed under the contract.
3. Availability to attend ERBOE meetings and other matters as required.
4. Availability of personnel and other resources to provide such services.
5. Other factors if demonstrated to be in the best interests of the ERBOE.
6. Compensation proposal.

One original copy and one electronic copy (on either a disk or USB flash drive) should be submitted.

The contract will be awarded on the basis of which response is most advantageous to the ERBOE, in its sole discretion, price and other factors considered.