

City of Plainfield, New Jersey

Request for Quotations

Special Forensic Audit Services

Description of Services Required

A. Scope of Work to be Performed

1. The auditor shall perform such forensic accounting procedures as necessary to identify and quantify any and all abnormal contractual or financial activity, past or present relating to FY 2006, FY 2007, FY 2008, FY 2009, FY 2010, FY 2011, TY 2011, CY 2012, CY 2013, 1st 6 months of CY 2014.
2. After completion of the service contracted within this request, further forensic investigation may be requested. Furthermore, the auditor must be available as an expert witness to support legal action for asset recovery restitution on behalf of the City of Plainfield or its insurer. Compensation for these services should be quoted on the proposal form.
3. During the course of the initial investigation, the scope of work may be further expanded or altered at the recommendation of the auditor, with written approval by the City. You must quote your hourly rates for additional services.
4. After completion of the service contracted within this request, further forensic investigation may be requested. Furthermore, the auditor shall be available as an expert witness to support legal action for asset recovery or restitution on behalf of the City or its insurer. You must quote your hourly rates for additional services.

B. Reports to be issued

1. Following the completion of the audit, the auditor shall issue a written report communicating all discovered abnormal activity, past or present, its quantification, cause and consequence.
2. Immediately upon completion of the Forensic Audit, the auditor shall orally report its findings to the Director of Administration and Finance and the CFO.
3. For the forensic activity so engaged, the auditor will be required to quantify and document its results to a level sufficient to enable the city to collect any potentially recoverable losses.
4. It is further expected that the auditor will advise the city and recommend to the city appropriate actions to prevent future abnormal activities relating to forthcoming contracts of a similar nature.
5. All working papers and reports must be retained, at the auditor's expense for a minimum of seven (7) years unless the firm is notified by the City in writing to extend that time period. In addition the auditor shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting and contractual significance.

C. Professional Qualifications Required

1. General Requirements

Firms submitting quotes must be qualified to perform independent audits of municipalities of the State of New Jersey and have certification in financial forensics (CFF) as well as Certified Fraud Examiner (CFE). The firm must have been engaged during the last five (5) years, as independent Forensic Auditors. The selected firm shall be retained for the express purpose of rendering an opinion on the activity and procedures related to the financial affairs of the City of Plainfield for the periods previously indicated.

2. Independence

- a. The firm should provide an affirmative statement that it is independent of the City of Plainfield as defined by generally accepted accounting standards and the U.S. Comptroller General's Government Auditing Standards.
- b. The firm should also list and describe the firm's professional relationships involving the City of Plainfield or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.
- c. In addition, the firm shall give the City of Plainfield written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in New Jersey

An affirmative statement should be included indicating that the firm and its municipal partner are qualified to practice in New Jersey.

4. Firm Qualifications and Experience

- a. The proposal should state the size of the firm, the size of the firm's forensic governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed on a part-time basis.
- b. The firm shall also provide information on the results of the firm's latest federal or state desk reviews or field reviews of its audits. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

D. Quotation Submission Requirements

Quotations should be submitted to Ronald E. West no later than 3 PM August 22, 2014 at the following address:

Ronald E. West
Director of Administration and Finance
515 Watchung Avenue
Plainfield, New Jersey 07060
Telephone: 908-226-2573
Email: ron.west@plainfieldnj.gov

