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**State of New Jersey**

**Department of Education**

100 Riverview Plaza, Trenton, New Jersey 08625-0500

Request for Proposal #26-002

**New Jersey Audit Firm to**

**Conduct an Operational Audit of Toms River Regional School District**

Issued on: Tuesday, August 19, 2025

Submission Date: Wednesday August 27, 2025, at 4:00PM EST

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**OPERATIONAL REVIEW OF A LOCAL EDUCATIONAL AGENCY**

# **1.0 PURPOSE AND INTENT**

This Request for Proposals (RFP) is issued by The State of New Jersey, New Jersey Department of Education (“NJDOE” or “the Department”) to solicit proposals from firms to conduct an operational review of Local Educational Agency (LEA), Toms River Regional School District.

It is the intent of the Department to award a Contract to responsible Bidders whose Quotes, conforming to this Bid Solicitation are most advantageous to the State, price and other factors considered. The Department may award any or all price lines. The State, however, reserves the right to separately procure individual requirements that are the subject of the Contract during the Contract term, when deemed by the Director to be in the Department’s best interest.

The State of New Jersey Standard Terms and Conditions (SSTCs) included with this Bid Solicitation will apply to this contract. These terms are in addition to the terms and conditions set forth in this Bid Solicitation and should be read in conjunction with them unless the Bid Solicitation specifically indicates otherwise.

## **BACKGROUND**

Pursuant to N.J.S.A. 18A:4-24 and 18A: 7A-11, the New Jersey Department of Education is appointing an external entity to perform an operational review of LEA, Toms River Regional School District.

N.J.S.A. 18A:4-24 grants the commissioner the authority to determine the efficiency of schools. N.J.S.A. 18A:4-24 states:

1. The commissioner shall pursuant to rules and regulations of the State board, inquire into and ascertain the thoroughness and efficiency of operation of any of the schools of the public school system of the State and of any grades therein by such means as to him seem proper, and he shall report to the State board the results of such inquiries and such other information with regard thereto as the State board may require or as he shall deem proper, but nothing in this section shall affect the right of each district to prescribe its own rules for promotion.

N.J.S.A. 18A:7A-11 grants the commissioner the authority to determine the efficiency of schools. N.J.S.A. 18A:7A-11 states:

1. Each school district and county vocational school district shall make a report of its progress in complying with all of the quality performance indicators adopted pursuant to section 10 of P.L.1975, c.212 (C.18A:7A-10) every three years, pursuant to a schedule to be established by the commissioner. In the years intervening between the district's three-year review, whenever the commissioner determines that conditions exist in a district that significantly and negatively impact the educational program or operations of the district, the commissioner may direct that the department immediately conduct a comprehensive review of the district. Nothing in this section shall preclude the commissioner, in his discretion, from conducting a random review of a school district to assess the district's compliance with the quality performance indicators.
2. The LEA reports shall be submitted to the commissioner on a date and in such form as prescribed by the commissioner, who shall make them the basis for an annual report to the Governor and the Legislature, describing the condition of education in New Jersey, the efforts of New Jersey schools in meeting the standards of a thorough and efficient education, the steps underway to correct deficiencies in school performance, and the progress of New Jersey schools in comparison to other state education systems in the United States.

In order to ensure that the designated LEA can be serviced by the selected vendor, all vendors must have the minimum capacity to service the Toms River Regional School District, on an ad-hoc basis and for work to be completed in a timely manner.

The operational review will center on assessing business functions and governance structures that have a substantial impact on organizational performance and fiscal management of the district. The contractor will be tasked with conducting a thorough review of operational support across business functions, including a comprehensive assessment of the LEA’s governance mechanisms.

This operational review is intended to provide insights to help strengthen management capacity on the LEA’s board of education and in the LEAs administration leading to better student outcomes and the more efficient use of taxpayer dollars. The review will also contribute directly to increasing the public’s confidence and support for education in the Toms River Regional School District.

This operational review is intended to strengthen governance effectiveness, improve business operations, and enhance budgetary decision-making across key functional areas. Specifically, this assessment aims to:

* Evaluate the LEA’s governance and management capacity, with emphasis on leadership structure and fiduciary responsibilities, fiscal oversight, and the strategic use of administrative authority.
* Diagnose operational strengths and gaps within functions that influence financial stewardship, resource allocation, and organizational performance.
* Identify opportunities to enhance efficiency and reduce expenditures, with recommendations supported by leading practices and comparative analysis.
* Support data-informed decision-making and operational alignment, ensuring business functions reinforce district priorities and responsible fiscal management.
* Build internal capacity for sustained improvement, promoting stronger board oversight, more responsive administrative processes, and increased public confidence in district leadership.
* Assess the LEA’s and board of education’s understanding of practical and ethical responsibilities related to their respective positions and the requirements that are statutorily entrusted to them.

## **1.2** **PROPOSAL SUBMISSION**

**Proposals must be submitted via email -** [vendorbids@doe.nj.gov](mailto:vendorbids@doe.nj.gov)

**Proposals must be received by 4:00 p.m. EST on August 27, 2025.**

In order to be considered to be awarded this contract, the Proposal must be marked “Operational Review for Designated Local Educational Agency” and received by the NJDOE at the appropriate location by the required time. The Date and Time are indicated on the cover page of the RFP and above. Any Proposal not received on time via e-mail, as indicated below, will be rejected. Submit Proposal via e-mail to [vendorbids@doe.nj.gov](mailto:vendorbids@doe.nj.gov) with the subject line: Operational Review for Designated Local Educational Agency - Purchasing Unit.

All Respondents must limit their Proposals to ten (10) single-sided pages or less, at no smaller than 12-point font.

Subsequent to Proposal submission, all information submitted by Respondents in response to the Proposal solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law.

In the event that it becomes necessary to clarify or revise this RFP, such clarifications or revision will be by Addendum. Any Addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

## **1.3 NJSTART**

Bidders interested in doing business with the State must register in NJSTART, New Jersey’s eProcurement system. Registration is easy and takes only a few minutes. Visit [www.njstart.gov](http://www.njstart.gov/) and click on “Register” to start the process. Respondents to this RFP are strongly encouraged to visit the NJSTART Vendor Support Page, which contains Quick Reference Guides (QRGs), supporting videos, a glossary of NJSTART terms, and helpdesk contact information. The NJSTART Vendor Support Page is located at: <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>.

## **1.4** **ADDITIONAL INFORMATION**

The documents listed below must be completed prior to award: (Attached)

**Ownership Disclosure Form**

**Disclosure of Investigations and Actions Involving Bidder Form**

**Disclosure of Investment Activities in Iran Form**

**Source Disclosure Certification Form**

**MacBride Principles Certification Form**

**Vendor Certification and Political Contribution Disclosure Form**

**Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form**

**Affirmative Action Supplement Form**

**Delegated Purchasing Authority Terms and Conditions**

NOTE: A copy of a valid New Jersey Business Registration must be submitted. If not already registered with the New Jersey Division of Revenue, registration can be completed online at the Division of Revenue website: <http://www.state.nj.us/treasury/revenue/index.html>

Bidders are urged to check the status of their New Jersey Business Registration.

# **2.0** **GENERAL DEFINITIONS/ACRONYMS**

**Addendum –** Written clarification or revision to this RFP issued by the New Jersey Department

of Education (NJDOE).

**All-Inclusive Rate –** The rate comprised of all direct and indirect costs including but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. The rate also includes portal-to-portal expenses as well as per diem expenses such as food.

**Bidder** – An individual or business entity submitting a Proposal in response to this RFP.

**Contract** – This RFP, any addendum to this RFP, and the bidder’s Proposal submitted in response to this RFP, as accepted by the State.

**Contractor (or Auditor)** – The CPA firm selected through this RFP to perform the Audit of an LEA.

**Director** – Director, Office of Budget & Accounting.

**Division** – The Division of Finance & Business Services.

**Evaluation Committee** – A Committee established by the Director assigned to review and evaluate Proposals submitted in response to this RFP and to recommend a contract award to the Director.

**May** – Denotes that which is permissible, not mandatory.

**Project** – The undertaking or services that are the subject of this RFP.

**Request for Proposal (RFP)** – The document which establishes the response and contract requirements and solicits Proposals to meet the purchase needs of the State as identified herein.

**Respondent** – An individual or business entity submitting a Proposal in response to this RFP.

**Shall or Must** – Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a Proposal as non-responsive.

**Should** – Denotes that which is recommended, not mandatory.

**State Contract Manager (SCM)** – State employee responsible for the approval of all deliverables and the main point of contact for the Contractor.

**Subtasks** – Detailed activities that comprise the actual performance of a task.

**State** – State of New Jersey.

**Subcontractor** – An entity having an arrangement with a State contractor, where the State contractor uses the products and/or services of that entity to fulfill some of its obligations under its State contract, while retaining full responsibility for the performance of all of its [the contractor's] obligations under the contract, including payment to the subcontractor. The subcontractor has no legal relationship with the State, only with the contractor.

**Task** – A discrete unit of work to be performed.

## **2.1 CONTRACT-SPECIFIC DEFINITIONS/ACRONYMS**

**Audit –** Professional opinion on the financial transactions and business practices of the firm, agency, or entity identified in each Engagement. The Audit shall be conducted, and report written, in accordance with the document issued by the Comptroller General of the US entitled “Government Auditing Standards”, (last revised December 2011).

**Audit Working Papers (or Working Papers)** – The material that Auditors prepare or obtain and retain in connection with the performance of an Audit.

**Auditee –** A firm, agency, or entity to be Audited by a Contractor.

**Certified Public Accounting (CPA) –** A designation provided to licensed accounting professionals. The CPA license is provided by the Board of Accountancy for each state.

**Compact Disc (CD) –** A small plastic disc on which music or other digital information is stored, and from which the information can be read using reflected laser light.

**Conflict of Interest (COI) –** A certification that the Auditor has not worked personally for, or otherwise have a conflict with the Auditee.

**Cost Analysis –** The review and evaluation of each element of Contract cost to determine reasonableness, allocability, and allowability.

**Deliverables –** Items defined in the Scope of Work, Section 4.0, as products or proof of services rendered under this Contract.

**Engagement –** Awritten request for a Contractor to perform Audit services based on the scope of work given by the Department.

**Engagement Pricing –** A Contractor’s timely response to the Engagement including, but not limited to, technical response for the Engagement Pricing, price for the Engagement Pricing, and any other documentation required by the Engagement.

**Financial Viability Review –** A review performed by Certified Public Accountants to ascertain if an individual or entity has the financial capability to pay for necessary remediation or to reimburse the State for remediation operations performed.

**Generally Accepted Government Auditing Standards (GAGAS) –** The most recent revision of government Auditing standards issued by the comptroller general of the United States.

**Governmental Accounting Standards Board (GASB) –** An independent, non-political organization founded in 1984. The board's mission is to promote clear, consistent, transparent, and comparable financial reporting for state and local governments.

**Letter of Concurrence –** A letter signed by the Auditee indicating their agreement with the findings of an Audit.

**Local Education Agency (LEA) –** A school district; an entity which operates local public primary and secondary schools in the United States.

**New Jersey Department of Education (“NJDOE” or “the Department”) –** The State agency that administers State and federal aid Initiatives affecting more than 1.4 million public and non- public elementary and secondary school children in the state of New Jersey.

**Professional Skill Classifications** – Bidders and Contractors must associate each of their personnel assigned to their Contract with one of the following Professional Skill Classifications: Partners, Managers, Senior Accountants, or Staff Accountants. These classifications are associated with different hourly rates in the Price Sheet. They are a tool for pricing the Engagement work to be performed during the life of the Contract. They do not necessarily equate to people’s actual titles.

**Student –** A person aged three through 21 who is entitled to receive educational initiatives and services in accordance with Federal or State law or regulation.

**Unit Price –** A price per specified unit of measure for individual line items bid on the Price Schedule which shall incorporate all associated costs. Unit prices shall be all inclusive hourly rates.

# **3.0 SCOPE OF WORK**

This project includes the following deliverables and are detailed below:

* 3.1 Operational Review (Scope and Deliverables);
* 3.2 Entrance Meeting;
* 3.3 Fraud;
* 3.4 Exit Meeting
* 3.5 Findings Reports
  1. Preliminary Findings Reports; and
  2. Final Findings Report.
* 3.6 Working Papers; and
* 3.7 Report Certification
* 3.8 Confidentiality

### **3.1 OPERATIONAL REVIEW**

1. The operational review shall consist of a structured assessment of business functions and governance mechanisms within the designated Local Educational Agency (LEA). The review will focus on evaluating the efficiency, strategic alignment, and overall effectiveness of key operational supports that influence budgetary decisions, resource allocation, and organizational outcomes.

The review will incorporate both quantitative evidence and qualitative insights to assess the reasonableness, responsiveness, and administrative efficacy of financial and operational practices. The review shall also examine the adequacy and integrity of management systems, such as budget development protocols, procurement controls, and personnel deployment strategies to determine whether the LEA demonstrates sound fiscal stewardship and effective organizational oversight.

The contractor shall conduct a focused operational review of the LEA, concentrating on business, administrative, and board functions that directly impact budget management and the effectiveness and efficiency of existing governance mechanisms.

The following functional areas shall be reviewed:

* **LEA Governance Practices:** Assess the LEA’s governance structure and its role in budget planning and decision-making. This includes evaluating how: policies are developed and implemented to guide financial priorities, and understanding of statutory requirements to carry out state laws and regulations entrusted to leadership. In areas of deficiency, provide recommendations on how the LEA and board of education may address these going forward.
* **Strategic Decision-Making:** Conduct structured onsite or virtual interviews with the LEA’s board and administrative leadership to gather qualitative input on fiscal conditions, the decision of the LEA’s board of education to not approve its budget, and considerations driving expenditure decisions. Outline the district’s process for setting strategic goals and how planning informs resource allocation; how administrative staff are organized and deployed; and how ethical requirements are integrated into budget approvals. The review will also include board-level oversight, transparency in financial decisions, and the alignment of governance with budget execution.
* **Budget Development, Monitoring, and Adjustment Protocols:** Assess the LEA’s budget planning cycles, oversight structures, and standard operating procedures governing budget modifications to determine whether financial practices support strategic decision-making and responsive management.
* **Human Resource Management:** Review the district’s human resource functions, including staffing allocations across schools and central administration; recruitment, retention, training, and compensation strategies; and deployment of personnel. The review shall also examine labor relations, including union management coordination and evaluate how HR operations align with the district’s strategic goals, budgetary constraints, and legal obligations.
* **Procurement and Vendor Management Practices:** Evaluate purchasing workflows, contract oversight protocols, and vendor performance tracking. Assess whether procurement practices reflect value-driven decision-making or contribute to unnecessary administrative burden or cost. If duplicative, poorly managed, or noncompetitive arrangements are identified, provide recommendations for improved efficiency and fiscal discipline.
* **Grant Management:** Assess how grant funds are budgeted and expended within the LEA’s operations. Determine whether the funds are spent in accordance with the Uniform Grant Guidance and identify and document any areas of misalignment.
* **Facilities and Equipment Utilization:** Assess whether facility use and equipment deployment demonstrate effective governance, sound operational decisions, and responsible financial management. Review capital planning, asset allocation, and space utilization to determine whether infrastructure investments are aligned with instructional priorities and financial stewardship.

The contractor will synthesize findings to identify opportunities for expenditure reductions, improved operational efficiency, and strengthened fiscal oversight. Final deliverables shall include the following:

* A comprehensive report detailing findings across all scope areas, with a particular focus on budgetary planning and governance alignment and effectiveness.
* Focused insights into the effectiveness of board oversight, leadership deployment, and policy-driven financial decision-making.
* Comprehensive list of operational recommendations, providing strategic guidance to enhance resource utilization, streamline processes, and reinforce fiscal discipline and governance. Recommendations should be framed to support informed decision-making.
* A presentation of findings delivered to NJDOE, including a proposed implementation timeline and suggestions for ongoing monitoring, progress tracking, and accountability, including recommendations for appropriate NJDOE action. Presentation of findings to LEA leadership may be considered near the end of the project period.

### **3.2 ENTRANCE MEETING**

An Entrance Meeting will be held between the Contractor and the State Contract Manager (SCM) to discuss in detail the scope and purpose of the operational review. The Contractor shall introduce key staff and discuss in detail the purpose of the operational review, procedures that will be followed, and information required. At a minimum, the Contractor shall be represented by the Partner and the Manager/Supervisor.

Note: Contractors must associate each of their personnel assigned to their Contract with one of the following Professional Skill Classifications: Partners, Managers, Senior Accountants, or Staff Accountants. These classifications are associated with different hourly rates in the Price Sheet. The classifications are a tool for pricing the Engagement work to be performed during the life of the Contract.

### **3.3 FRAUD, SUSPICION OF FRAUD, OR RECORDS UNABLE TO BE REVIEWED**

Upon the suspicion or recognition of fraud, major accounting system deficiencies, or material misstatements of accounts, the Contractor shall immediately contact the NJDOE. No further work shall be performed relating to these items unless instructed to do so by the NJDOE. The Contractor may be required to provide a written report to the NJDOE detailing the nature of the findings in these situations.

If the Contractor determines at any time during the operational reviews that the records lack documentation, which may result in a material effect and which may lead to a disclaimer of opinion, the Contractor shall immediately orally notify the NJDOE. Within five (5) business days of such oral notification, the Contractor must send the NJDOE a follow-up letter that details the reasons a disclaimer of opinion is necessary. The Contractor shall not perform any further work on that program until advised to do so by the NJDOE.

### **3.4 EXIT MEETING**

Upon completion of the operational review and prior to submittal of the final report and at any other time so designated by the NJDOE or deemed necessary by the Contractor, the Contractor may meet with the NJDOE to discuss findings.

### **3.5 FINDINGS REPORTS**

#### **3.5.1 PRELIMINARY findings REPORT**

The Contractor shall prepare an electronic copy and hard copy of Preliminary Findings Report by December 1, 2025, and shall attend a formal Exit Meeting with the NJDOE to discuss all parts of the Preliminary Findings Report.

#### **3.5.2 FINAL FINDINGS REPORT**

The Contractor shall provide a set number of electronic copies and hard copies of the Final Findings Report as directed by the NJDOE BY December 15, 2025. One (1) copy shall be unbound. The Contractor shall deliver the reports to the NJDOE contact and location as determined with each Engagement. The distribution of the reports will be conducted by the NJDOE.

### **3.6 WORKING PAPERS**

1. As part of any normal Audit, an Auditor maintains Working Papers consisting of notes and written records created during the performance of the Audit. The Contractor shall create and maintain Working Papers while performing the operational review work of this Contract. As part of Generally Accepted Government Auditing Standards, the Contractor shall create files of Working Papers related to all the operational reviews or review Engagements performed;

1. The Contractor shall make available to the NJDOE for inspection or review, the Working Papers developed during the Engagement at any given time during the course of the operational review, at the conclusion thereof, and/or any time (see below) thereafter within the retention period specified in item “D” below. These papers shall include:

1. Facts gathered and documents obtained;
2. Computations and analyses performed;
3. Other pertinent data relating to the operational review; and
4. Operational review notes of Contractor staff;

1. The Working Papers shall be maintained in the Contractor’s office as backup record for the operational review. The Contractor’s Operational Review Working Papers shall be indexed in a logical manner and shall contain evidence that each working paper or group of Working Papers has been subjected to appropriate supervisory review. The Contractor’s Working Papers shall be clearly titled, dated, and show the name of the Auditor preparing the working paper;

1. The Contractor shall retain the Working Papers for a period of five (5) years from the date of the State’s acceptance of the final operational reviews, and the retained Working Papers shall be available for review by the staff of the NJDOE at their respective office locations (or in the Contractor’s local office after expiration of the Contract) at any time during the five (5) year retention period. The Contractor shall make the Working Papers and any other information related to the operational reviews available to any future replacement Auditing Contractor during the retention period specified herein. There shall be no separate payment to the Contractor for providing access to the Working Papers as long as that access is requested during the retention period specified herein, even if the Contract has expired; and

1. The Contractor shall retain ownership of the original Working Papers. The Contractor shall provide a copy of the Working Papers and any other documents created in the operational review process upon request. These copied documents will become property of the State.

### **3.7 REPORT CERTIFICATION**

All final findings reports submitted by the Contractor to a NJDOE shall be certified by a New Jersey Certified Public Accountant (CPA) employed by the Contractor.

## **3.8 CONFIDENTIALITY**

All data that is supplied by the State and/or LEA is confidential. The Consultant shall be prohibited from releasing any information obtained from the process that is deemed confidential. Any non-Contractual use, sale or offering of information or data in any form by the Consultant, or any individual or entity in the Contractor’s charge of employ, will be considered a violation of this Contract and may result in Contract termination and the Contractor’s suspension or debarment from State contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

# **4.0** **REQUIRED COMPONENTS OF THE RFP PROPOSAL**

Proposals in response to this RFP must respond to each of the following requests in the order indicated.

## **4.1** **OVERVIEW**

The bidder shall describe its approach and plans for accomplishing the work outlined above in 3.0 RFP Scope of Work. The bidder must set forth its understanding of the requirements of this RFP and its ability to successfully complete the contract. This narrative should convince the NJDOE that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract.

## **4.2** **QUALIFICATIONS**

To be eligible, an organization must, at a minimum, have five years experience in providing similar services to those described in Section 3, Scope of Work.

## **4.3** **CONTRACT MANAGEMENT**

The Operational Review of a Local Educational Agency contract will be managed by a NJDOE assigned SCM, or his/ her designee. The SCM will be responsible for engaging the Consultant and is the person that the Consultant must contact after the contract is executed for answers to any questions and concerns about any aspect of the contract, such as reviewing the policies and procedures for the operational review, including payment policies.

All Consultant-developed proposal documents, deliverables, and support materials are subject to review and approval by the SCM and developed in accordance with standard operations procedures established by the SCM.  If edits are requested, the Consultant shall resubmit the edited materials for approval by the SCM before public release.

### **4.3.1** **PROJECT LAUNCH MEETING (PLM)**

The Consultant shall schedule and meet in person with the SCM within 15 business days after the Contract award.  This meeting shall include discussion on topics including, but not limited to:

1. Introduction of key project personnel and contact information;
2. Review of project intent and scope;
3. Discussion of proper methods and channels of communication among the Consultant(s) and the SCM; and
4. Discussion of status reporting mechanisms and format.

## **4.4** **CONTRACT SCHEDULE**

|  |  |
| --- | --- |
| **Milestone** | **Time After Award** |
| Meet with State Contract Manager | 7 days |
| Entrance Conference | 15 days |
| Preliminary Findings Report | Within 3.5 months (by 12/1/25) |
| Delivery of Completed Final Findings | Within 4 months (by 12/15/25) |

## **4.5** **POTENTIAL PROBLEMS**

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solutions.

## **4.6** **SUPPORT AND EXPERIENCE**

### **4.6.1** **Required Components of the Proposed Application**

**Note: Proposals in response to this RFP must respond to each of the following requirements in the order indicated:**

The Proposal (i.e., the Application) should include:

A. **ORGANIZATIONAL EXPERIENCE**

The Bidder should include information relating to its organization, personnel, and experience, including, but not limited to, references, together with contact names and telephone numbers, evidencing the Bidder’s qualifications, and capabilities to perform the services required by this Bid Solicitation. The Bidder should include the level of detail it determines necessary to assist the Evaluation Committee in its review of Bidder’s Quote.

**B.**  **LOCATION**

The Bidder should include the address of where responsibility for managing the Contract will take place. The Bidder should include the telephone number and name of the individual to contact.

**C.**  **ORGANIZATION CHARTS**

The Bidder should include an organization chart, with names showing management, supervisory and other key personnel (including Subcontractor management, supervisory, or other key personnel) to be assigned to the Contract. The chart should include the labor category and title of each such individual.

**D.**  **RESUMES**

Detailed resumes should be submitted for all management, supervisory, and key personnel to be assigned to the Contract. They shall each be associated with one of the following Professional Skill Classifications: Partners, Managers, Senior Accountants, and Staff Accountants.) Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing Contracts of a similar size and scope to those required by this Bid Solicitation. Resumes should include the following:

1. The individual's previous experience in completing each similar Contract;
2. Beginning and ending dates for each similar Contract;
3. A description of the Contract demonstrating how the individual's work on the completed Contract relates to the individual's ability to contribute to successfully providing the services required by this Bid Solicitation; and
4. With respect to each similar Contract, the name and address of each reference together with a person to contact for a reference check and a telephone number.

The Professional Skill Classifications listed above are a tool for pricing of the Engagement work to be performed during the life of the Contract. The operational review work to be performed by the Vendors is regulated by multiple governing bodies such as, the U.S. General Accountability Office (GAO), Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB). The guidance and technical pronouncements from GAO, GASB and FASB help set the level of performance to be completed equally by all Vendors. The Professional Skill Classifications of Partner and Manager represent managerial skill level positions; while Senior Accountant and Staff Accountant represent field staff. Each Bidder should equate their firm’s internal Professional Skill Classifications into the four (4) categories listed on the price sheets as applicable. The value and placement of the personnel into the listed Professional Skill Classifications should be based on experience and expertise and is to be determined by each Bidder. Professional accounting organizations, such as the American Institute of CPAs (AICPA) can provide examples of staffing position traits if a Bidder is in need of direction for classifying a particular employee.

The Bidder should provide detailed resumes for each Subcontractor’s management, supervisory, and other key personnel that demonstrate knowledge, ability, and experience relevant to that part of the work which the Subcontractor is designated to perform.

## **E.** **EXPERIENCE WITH CONTRACTS OF SIMILAR SIZE AND SCOPE**

The Bidder should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the Bidder’s ability to successfully complete services similar to those required by this Bid Solicitation. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this Bid Solicitation. For each such contract listed, the Bidder should provide two (2) names and telephone numbers of individuals for the contracting party. Beginning and ending dates should also be given for each contract.

The Bidder must provide details of any negative actions taken by other contracting entities against them in the course of performing these projects including, but not limited to, receipt of letters of potential default, default, cure notices, termination of services for cause, or other similar notifications/processes. Additionally, the Bidder should provide details, including any negative audits, reports, or findings by any governmental agency for which the Bidder is/was the Contractor on any contracts of similar scope. In the event a Bidder neglects to include this information in its Quote, the Bidder’s omission of necessary disclosure information may be cause for rejection of the Bidder’s Quote by the State.

The Bidder should provide documented experience to demonstrate that each Subcontractor has successfully performed work on contracts of a similar size and scope to the work that the Subcontractor is designated to perform in the Bidder’s Quote. The Bidder must provide a detailed description of services to be provided by each Subcontractor.

## **F**. **FINANCIAL CAPABILITY OF THE BIDDER**

The Bidder should provide sufficient financial information to enable the State to assess the financial strength and creditworthiness of the Bidder and its ability to undertake and successfully complete the Contract. In order to provide the State with the ability to evaluate the Bidder’s financial capacity and capability to undertake and successfully complete the Contract, the Bidder should submit the following:

* For publicly traded companies the Bidder should provide copies, or the electronic location of the annual reports filed for the two most recent years; or
* For privately held companies the Bidder should provide the certified financial statement (audited or reviewed) in accordance with applicable standards by an independent Certified Public Accountant which include a balance sheet, income statement, and statement of cash flow, and all applicable notes for the most recent calendar year or the Bidder’s most recent fiscal year.

If the information is not supplied with the Quote, the State may still require the Bidder to submit it. If the Bidder fails to comply with the request within seven (7) business days, the State may deem the Quote non-responsive.

A Bidder may designate specific financial information as not subject to disclosure when the Bidder has a good faith legal/factual basis for such assertion. The State reserves the right to make the determination to accept the assertion and shall so advise the Bidder.

**G. PROJECT PLAN**

A complete project plan, including how the applicant will produce and deliver the deliverables outlines in 3.0 Scope of Work.

**H. CONFLICT OF INTEREST**

A statement describing any potential conflict(s) of interest in serving as a consultant. All personnel involved in this engagement are required to maintain professional independence from Toms River Regional School District to avoid actual, potential, or perceived conflicts of interest. No contractor or subcontractor shall have financial, governance, or operational ties to the LEA under review that could impair objective judgment.

The contractor is expected to uphold neutrality, confidentiality, and professional conduct throughout the duration of the engagement.

1. **NEW JERSEY CERTIFIED PUBLIC ACCOUNTANTS**

The Bidder should submit a list of the licensed New Jersey Certified Public Accountants (CPAs) employed by the Contractor with its Quote. If the information is not supplied with the Quote, the State reserves the right to request the information from the Bidder. If the Bidder fails to comply with the request within five (5) business days, the State will deem the Quote non-responsive.

A Bidder should not password protect any submitted documents. Use of URLs in a Quote should be kept to a minimum and shall not be used to satisfy any material terms of a Bid Solicitation. If a preprinted or other document included as part of the Quote contains a URL, a printed copy of the information should be provided and will be considered as part of the Quote.

# **5.0** **TECHNICAL EVALUATION CRITERIA**

After a determination is made that all of the minimum requirements in Section 4.6.1 of the RFP are met, Proposals will be evaluated by an Evaluation Committee on the quality of the response and overall experience, including, but not limited to:

1. The Bidder’s demonstration in the Quote that the Bidder understands and is able to complete the requirements of the Scope of Work as sought.

Non-responsive Proposal Applications will be rejected without evaluation.

## **5.1 ORAL INTERVIEW**

The State may require oral interviews, and reserves the right to do so, in person, by telephone or a virtual platform. Proposals should be complete on their face. The State reserves the right to request clarifying information subsequent to submission of the Proposal Application.

**5.2 POOR PERFORMANCE**

A Bidder with a history of performance problems may be bypassed for consideration of an award issued as a result of this Bid Solicitation. The following materials may be reviewed to determine Bidder performance:

1. Contract cancellations for cause pursuant to *State of New Jersey Standard Terms and Conditions Section 5.7(B)*;
2. information contained in Vendor performance records;
3. information obtained from Audits or investigations conducted by a local, state or federal agency of the Bidder’s work experience;
4. current licensure, registration, and/or certification status and relevant history thereof; or
5. Bidder’s status or rating with established business/financial reporting services, as applicable.

Bidders should note that this list is not exhaustive.

# **6.0** **SPECIAL CONTRACTUAL TERMS AND CONDITIONS**

**N/A**

## **6.1 DISCONTINUATION OF AND/OR MODIFICATIONS TO THE INITIATIVE**

Both the Department and consultant reserve the right to terminate this project with sixty (60) days notice to the other party, with or without cause. All deliverables due up to that point must be submitted to the NJDOE at time of termination.

# **7.0 PAYMENT SCHEDULE**

The total budgeted amount for this project is not to exceed $300,000. Payments shall be made in accordance with the schedule set forth below, contingent upon submission of a valid invoice and satisfactory completion of all required deliverables.

## **7.1 PAYMENT SCHEDULE**

Contractors will be paid within 60 days of deliverable being received and accepted by the NJDOE SCM according to the following schedule:

|  |  |
| --- | --- |
| **Payments** | **Deliverable** |
| **Payment 1** | Entrance Conference |
| **Payment 2** | Delivery of Preliminary Report |
| **Payment 3** | Exit Conference |
| **Payment 4** | Delivery of Completed Findings Report |

**\*PLEASE NOTE:**

* Vendor will not be paid if deliverables are not produced.