

RFP2016-22 MUNICIPAL AUDIT SERVICES FOR DEPARTMENT OF FINANCE
OPENING DATE: 5/26/2016 AT 11:00AM

RFP2016-22 MUNICIPAL AUDIT SERVICES FOR THE DEPARTMENT OF FINANCE TERM OF CONTRACT: ONE (1) YEAR		
NUMBER OF RESPONDENTS:		2
NAME OF BIDDER	HOLMAN FRENIA ALLISON, P.C.	MERCADIEN, P.C.
ADDRESS	912 HIGHWAY 33, STE. 2	3625 QUAKERBRIDGE ROAD
CITY, STATE, ZIP	FREEHOLD, NJ 07728	HAMILTON, NJ 08619
CONTACT NAME	ROBERT W. ALLISON, CPA, RMA, PSA, CGMA	WARREN A. BRODY, CPA, RMA, CGFM, PSA, CGMA, PRINCIPAL
TELEPHONE	732-409-0800	609-689-9700
FAX	732-896-9312	609-689-9720
E-MAIL	BALLISON@HFACPAS.COM	WBROUDY@MERCADIEN.COM
STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONAIRE	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED
AFFIRMATIVE ACTION STATEMENT	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED
EIC	CERT#7168 EXP. 3/15/2020	CERT#18798 EXP. 4/15/2019
60-DAY EXTENSION COMPLIANCE	YES	YES
EXCEPTIONS (IF ANY)	NONE	NONE
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
W-9	INCLUDED	INCLUDED
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES
HOURLY RATE AND ANNUAL AMOUNT	SEE ATTACHED BREAK-DOWN SHEET	SEE ATTACHED BREAK-DOWN SHEET
FATAL FLAW	NONE	NONE



**HOLMAN | FRENIA
ALLISON, P.C.**
Certified Public Accountants & Consultants

680 Hooper Avenue, Bldg B, Suite 201, Toms River, NJ 08753 • Tel: 732.797.1333
 618 Stokes Road, Medford, NJ 08055 • Tel: 609.953.0612
 912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel: 732.409.0800
 6 E. Park Street, P.O. Box 614, Bordentown, NJ 08505 • Tel: 609.298.8639
 795 Canton Street, Troy, PA 16947 • Tel: 570.297.5090
 926 Main Street, Suite 103, Rome, PA 18837 • Tel: 570.297.5090

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COST PROPOSAL

We continually strive to keep our fees at the lowest level consistent with the highest professional standards and your requirements for timely service.

We would propose a not to exceed fee of \$49,000 for audit services relating to the Financial Statement Audit.

We would propose a not to exceed fee of \$25,000 for audit services relating to the State and Federal Single Audit. The budgeted man-hours for this engagement are as follows:

Financial Statement Audit:

Staff Member	Hourly Rates	Man-Hours	Total
Engagement Partner	\$200	40	\$8,000.00
Quality Review Partner	200	18	3,600.00
Manager	160	27	4,320.00
Supervisor	140	40	5,600.00
Senior	120	80	9,600.00
Staff Accountants (2)	100	180	18,000.00

Subtotal: \$49,120.00
 Less (Discount): (120.00)
 Financial Statement Audit
 Total: **\$49,000.00**

State and Federal Single Audit:

Staff Member	Hourly Rates	Man-Hours	Total
Engagement Partner	\$200	25	\$5,000.00
Quality Review Partner	200	9	1,800.00
Manager	160	15	2,400.00
Supervisor	140	18	2,520.00
Senior	120	43	5,160.00
Staff Accountants (2)	100	82	8,200.00

Subtotal: \$25,080.00
 Less (Discount): (80.00)
 Single Audit Total: \$25,000.00
 Financial Statement Audit Total: \$49,000.00
 Total: **\$74,000.00**

Cost Proposal

Your investment is more than price. The value you receive through our areas of expertise is, by itself, a proven reason to become a client. You're not just getting a traditional CPA, you're gaining an advisor that brings expertise on a variety of subjects and issues. It is for this reason that we are very confident that we create value for our clients.

We propose a flat fee of \$80,000 (which reflects a 39% discount from our standard rates) including meetings, site visits and out-of-pocket expenses for the completion of the preparation of the annual financial statement. Our fees are based on the time expended by each of our staff and are calculated at their respective standard hourly rates. These rates are established on the basis of staff members' levels of experience and responsibilities, are quite fair and very competitive with the rates of other CPA firms offering the types of services that we provide.

Financial Statement and MOU Audit

	Partner	Manager (Director)	Supervising Senior	Staff	Total
Hours	22	64	170	260	516
Rates	\$ 412	\$ 294	\$ 200	\$ 115	
Sub-total	\$ 9,064	\$ 18,816	\$ 34,000	\$ 29,900	\$ 91,780
				Courtesy Discount 39%	(35,794)
				Financial Statement Audit Fee	\$ 55,986

State and Federal Single Audit

	Partner	Manager (Director)	Supervising Senior	Staff	Total
Hours	16	32	60	100	208
Rates	\$ 412	\$ 294	\$ 200	\$ 115	
Sub-total	\$ 6,592	\$ 9,408	\$ 12,000	\$ 11,500	\$ 39,500
				Courtesy Discount 39%	(15,486)
				State and Federal Single Audit Fee	24,014
				Total Fee Not to Exceed	\$ 80,000

Any other services requested by the City will be charged at our standard hourly rates as identified below.

Principal	\$412
Director	\$294
Manager	\$250
Supervisor	\$205
Supervising Senior	\$200
Senior	\$185
Staff	\$115

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• NEW JERSEY SOCIETY OF
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