

**RFP2017-23 MUNICIPAL AUDIT SERVICES FOR A PERIOD OF ONE (1) YEAR FOR THE DEPARTMENT OF FINANCE BID OPENING JUNE 8, 2017 AT 11:00AM**

RFP2017-23 MUNICIPAL AUDIT SERVICES FOR A PERIOD OF ONE (1) YEAR FOR THE DEPARTMENT OF FINANCE		
NUMBER OF RESPONDENTS:	2	
NAME OF BIDDER	HOLMAN FRENIA ALLISON, P.C.	MERCADIEN, P.C. CERTIFIED PUBLIC ACCOUNTANTS
ADDRESS	912 HIGHWAY 33, SUITE 2	3625 QUAKERBRIDGE ROAD
CITY, STATE, ZIP	FREEHOLD, NEW JERSEY	HAMILTON, NJ 08619
CONTACT NAME	ROBERT W. ALLISON	WARREN A. BROUDY, CPA,RMA, CGFM, PSA, CGMA, PRINCIPAL
TELEPHONE	732-409-0800	609-689-2326
FAX	732-866-9312	609-689-9720
E-MAIL	<a href="mailto:BALLISON@HFACPAS.COM">BALLISON@HFACPAS.COM</a>	<a href="mailto:WBROUDY@MERCADIEN.COM">WBROUDY@MERCADIEN.COM</a>
OWNERSHIP DISCLOSURE STATEMENT	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONAIRE	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM	N/A	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED
AFFIRMATIVE ACTION STATEMENT	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED
EIC	CERT # 7168 EXP. 3/15/20	CERT.#18798 EXP. 04/15/2019
60-DAY EXTENSION COMPLIANCE	YES	YES
EXCEPTIONS (IF ANY)	NONE	NONE
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
CITY OF TRENTON RESIDENT POLICY	INCLUDED	INCLUDED
ETHIC COMPLAINT DISCLOSURE FORM	INCLUDED	INCLUDED
WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES SEE ATTACHED	YES SEE ATTACHED
W-9	INCLUDED	N/A
REFERENCES	INCLUDED	INCLUDED
FINANCIAL AUDIT TOTAL	\$75,000.00 SEE BREAK DOWN OF PRICING	\$81,056.00 SEE BREAK DOWN OF PRICING
FATAL FLAW	NONE	NONE



**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.

The fees below assume that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary as a result of errors, omissions, misstatements, or other inadequacies in the financial records or as a result of a discovery of material weaknesses in the internal controls, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additionally, should the Division of Local Government Services impose additional auditing requirements which would require us to expand our engagement beyond the procedures and tests presently contemplated, we will advise you in writing of any such circumstance that would require us to seek an adjustment of the fees below.

We would propose a not to exceed fee of \$49,500 for audit services relating to the Financial Statement Audit for the City of Trenton for the year ending June 30, 2017.

We would also propose a not to exceed fee of \$25,500 for audit services relating to the State and Federal Single Audit for the year ending June 30, 2017. The budgeted man-hours for this engagement are as follows:

**Financial Statement Audit:**

Staff Member	Hourly Rates	Man-Hours	Total
Engagement Partner	\$200	41	\$8,200.00
Quality Review Partner	200	18	3,600.00
Manager	160	28	4,480.00
Supervisor	140	43	6,020.00
Senior	120	82	9,840.00
Staff Accountants (2)	110	159	17,490.00

Subtotal: \$49,630.00  
 Less (Discount): (130.00)  
 Financial Statement Audit  
 Total: \$49,500.00

**State and Federal Single Audit:**

Staff Member	Hourly Rates	Man-Hours	Total
Engagement Partner	\$200	25	\$5,000.00
Quality Review Partner	200	10	2,000.00
Manager	160	16	2,560.00
Supervisor	140	19	2,660.00
Senior	120	42	5,040.00
Staff Accountants (2)	110	75	8,250.00

Subtotal: \$25,510.00  
 Less (Discount): (10.00)  
 Single Audit Total: \$25,500.00  
 Financial Statement Audit Total: \$49,500.00  
**TOTAL: \$75,000.00**



# 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 \$81,056 (which reflects a 41% 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	50	170	300	542
Rates	\$ 410	\$ 295	\$ 205	\$ 130	
Sub-total	\$ 9,020	\$ 14,779	\$ 34,850	\$ 39,000	\$ 97,649
				Courtesy Discount 41%	(40,036)
				Financial Statement Audit Fee	\$ 57,613

## State and Federal Single Audit

	Partner	Manager (Director)	Supervising Senior	Staff	Total
Hours	16	24	60	106	206
Rates	\$ 410	\$ 295	\$ 205	\$ 130	
Sub-total	\$ 6,560	\$ 7,094	\$ 12,300	\$ 13,780	\$ 39,734
				Courtesy Discount 41%	(16,291)
				State and Federal Single Audit Fee	23,443
				Total Fee Not to Exceed	\$ 81,056

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