

**REQUEST, SOLICITATION AND INVITATION
FOR PROPOSAL FOR THE POSITION OF
AUDITOR
FOR THE BURLINGTON COUNTY BOARD OF SOCIAL SERVICES

RFP 2026-2(b)**

You are invited to provide your proposal to the Burlington County Board of Social Services ("Board"), a public body corporate and politic in the State of New Jersey, for consideration to the position of Auditor for the Burlington County Board of Social Services for the period February 1, 2026 through January 31, 2027. Formal notice was posted on the internet site of the Burlington County Board of Social Services, <http://www.bcbss.org>, on or about February 4, 2026, along with time and format requirements for the submission of the proposal. You must comply strictly with the submission requirements set forth therein.

One (1) original, hard copy, plus one (1) copy of the full proposal must be received by Nicole LeCates, Burlington County Board of Social Services at the Burlington County Human Services Facility, 795 Woodlane Road, Suite 100, Mount Holly (Westampton Township), New Jersey 08060-3335 no later than 10:00 a.m. prevailing time on March 5, 2026. No late submissions shall be accepted. All properly submitted proposals shall be publicly opened on March 5, 2026 at 10:00 a.m. prevailing time at the Burlington County Human Services Facility, 795 Woodlane Road, Mount Holly (Westampton Township), New Jersey, announced, and recorded for the following position:

AUDITOR

**Burlington County Board of Social Services
Requests for Proposals
Auditing Services**

Proposal Due Date: March 5, 2026, 10:00 a.m.

Burlington County Board of Social Services (BCBSS), a corporate public entity established in accordance with N.J.S.A. 44:1-1 et seq., is requesting proposals from firms qualified to provide auditing services to BCBSS, including the preparation of Single Audits for calendar years/fiscal year 2024, during the contract year, which runs from February 1, 2026 through January 31, 2027.

The successful firm must be able to conduct audits of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey; Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Uniform Guidance; and New Jersey OMB Circular 15-08.

The successful firm must have significant experience in New Jersey public sector auditing for county welfare agencies.

The successful candidate shall be licensed as a registered municipal accountant in the State of New Jersey.

The successful firm will provide BCBSS with auditing services related to, but not necessarily limited to:

1. Making routine investigations, examinations and audits of books and financial records and preparing report thereof.
2. Making inspections of various financial transactions and records to ensure that concerned regulations and accounting procedures are observed.
3. Assigning and supervising the work of clerical employees.
4. Auditing and recording expense invoices and preparing and editing reports of costs and other financial summaries and statements.
5. Compiling financial and other statements and reports using basic data.

6. Making periodic reviews of financial transactions and supplements by field visits to verify accounting and fiscal practices.
7. Preparing detailed reports of audits containing findings, conclusions and recommendations in conformance with the requirements of the New Jersey Department of Human Services, Office of Auditing, and the Federal Single Audit Act of 1984.
8. Maintaining essential auditing records and files.
9. Learning to utilize various types of electronic or manual recording and computerized information systems used by the agency, office or related units.
10. Anything else necessary and proper for the completion of auditor duties.
11. Any other matter as directed by BCBSS officials.
12. If awarded a contract to perform services, CONTRACTOR may not sub-contract any work.

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name(s) of the individual(s) to be assigned to perform the tasks.
2. Professional experience and education of the individual(s) to be assigned including a listing of experience with BCBSS and/or experience with other New Jersey county welfare agencies.
3. A statement concerning the ability of the organization to perform tasks assigned by BCBSS in a timely fashion.
4. Professional licenses and certifications held by the individual(s) to be assigned.
5. A description of the support staff available to the individual(s) to be assigned.
6. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the organization showing the amount of general liability, professional liability and workers compensation insurance in place as of February 1, 2026 and naming the Burlington County Board of Social Services as an **additional insured**.
7. A list of three references with addresses and telephone contact numbers. They must have direct knowledge relating to the submitter's experience in the requested service.
8. A copy of the submitter's New Jersey Certificate of Employee Information Report Approval pursuant to N.J.A.C. 17:21-1.1 et. seq. or a completed Form AA-302 Initial Employee Information Report.
9. A copy of the submitter's Business Registration Certificate.
10. Signed and completed "Certification of Compliance with the Americans With Disabilities Act — Appendix A".
11. Signed and completed "Notice to All Contractors".
12. Signed, completed and notarized "Non-Collusion Affidavit".
13. Signed and completed "Statement of Ownership".
14. Signed Disclosure of Investment Activities in Iran Certification and Information Form.

SUBMISSION REQUIREMENTS:

All responses to this Request for Proposals ("RFP"):

1. Will be opened publicly at the Burlington County Board of Social Services, 795 Woodlane Road, Mount Holly, New Jersey, commencing at or about 10:00 a.m., prevailing time, on March 5, 2026.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFP ("**Auditor**"), the RFP number ("**RFP 2026-2(b)**") and the RFP due date on the outside of the envelope. In addition, the envelope must state "**TO BE OPENED BY PURCHASING AGENT ONLY**".
3. Responses which are to be hand delivered on the day of the opening must be taken and presented to the Purchasing Agent or designee after making pick-up arrangements via telephone: (609) 518-4702.
4. Responses which will be mailed shall be sent postage paid to:

NICOLE LECATES, PURCHASING AGENT
BURLINGTON COUNTY BOARD OF SOCIAL SERVICES
795 WOODLANE ROAD, SUITE 100
MOUNT HOLLY, NJ 08060

and must be received prior to 10:00 a.m., prevailing time, on March 5, 2026.

NOTE: One (1) original, hard copy, plus one (1) copy of the full proposal must be submitted before the deadline for the response to be deemed complete.

SELECTION CRITERIA

A Selection Committee will review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein shall include:

1. Proposals of the individuals who will perform the tasks and the amounts of their respective participation.
2. Experience in providing the professional services requested by BCBSS and references related thereto.
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and BCBSS.
4. Location (distance) of primary office in relation to BCBSS administrative offices.
5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of applicant's submittal.

BCBSS shall award a contract to the organization or organizations that best meet the needs and interests of BCBSS.

BCBSS reserves the right to negotiate the terms and conditions of a contract with the successful organization or organizations to obtain the most cost advantageous services for BCBSS.

All business entities are advised of their responsibility to file an Annual Disclosure Statement of Political Contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000.00 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report;

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

APPENDIX B

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability

The contractor and the BURLINGTON COUNTY BOARD OF SOCIAL SERVICES, (hereafter "BCBSS") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (*42 U.S.C. §12101 et seq.*), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the BCBSS pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the BCBSS in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect, and save harmless the BCBSS, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the BCBSS's grievance procedure, the CONTRACTOR agrees to abide by any decision of the BCBSS which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the BCBSS, or if the BCBSS incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The BCBSS shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the BCBSS or any of its agents, servants, and employees, the *BCBSS shall* expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the BCBSS of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the BCBSS pursuant to this paragraph.

It is further agreed and understood that the BCBSS assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors or any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR's obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the BCBSS from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

The Burlington County Board of Social Services does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in its programs or activities.

The Burlington County Board of Social Services shall allow access to any books, documents, papers and records of the contractor, which are directly pertinent to that specific contract.

Compliance is required with all applicable standards, orders, or requirements issued under 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency Regulations (40 CFR, Part 15) which prohibits the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities.

CERTIFICATION OF COMPLIANCE

**I HEREBY CERTIFY COMPLIANCE WITH THE AMERICANS WITH
DISABILITIES ACT - APPENDIX B**

The undersigned is a corporation under the laws of the State of _____
partnership
individual

having principal offices at _____

Please print name of company, corporation or individual

Address: _____

Telephone: _____

E-mail Address: _____

Federal Identification No: _____

Signature of corporate official, partner or
owner

Print name and title

NOTICE TO ALL CONTRACTORS

RE: AFFIRMATIVE ACTION REGULATIONS P.L. 1975 C. 127 (N.J.A.C. 17:27)

A. ACTIVITY OF YOUR COMPANY - Indicate below

- Procurement and/or services company
- Professional consultant
- Other

All contractors, except government agencies, are required to comply with the above law.

B. TO ALL CONTRACTORS

1. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Burlington County Board of Social Services:
 - (a) An existing federally approved or sanctioned Affirmative Action program
 - (b) A New Jersey Certificate of Employee Information Report Approval.
 - (c) If the contractor cannot present (a) or (b), the contractor is required to submit a completed Employees Information Report (Form AA302).
This form will be made available to the contractor by the Burlington County Board of Social Services.

C. THE QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS

1. Do you have a Federally approved or sanctioned Affirmative Action Program?
Yes _____ No _____
If yes, please submit a photocopy of such approval.
2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?
Yes _____ No _____
If yes, please submit a photocopy of such certificate.

The undersigned contractor certifies that he/she is aware of the commitment to comply with the requirements of P.L. 1975, C. 127 and agrees to furnish the required documentation pursuant to the law.

COMPANY
SIGNATURE _____
TITLE _____

Note: A contract must be rejected as non-responsive if a contractor fails to comply with the requirements of P.L. 1975, C. 127 (N.J.A.C. 17:27)

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :

: ss

COUNTY OF _____

I, _____, of the Town of _____, in the County of _____, and the State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of _____, the bidder making this response for the above named project. I executed the said response with full authority to do so. This bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in this response and in this affidavit are true and correct and made with full knowledge that the Burlington County Board of Social Services relies upon the truth of the statements contained in said response and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A. 52:34-15).

(Name of contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to before me
this ____ day of _____, 202__.

Notary Public of New Jersey
My commission expires _____

STATEMENT OF OWNERSHIP

**STATEMENT SETTING FORTH THE NAMES AND ADDRESSES OF STOCKHOLDERS
OR PARTNERS OWNING MORE THAN 10% OF**

NAME OF ORGANIZATION

In compliance with Chapter 33 of the laws of 1977

The following constitutes the names and addresses of all stockholders in the corporation if the corporation is a bidder, or partners if the bidder is a partnership, who owns 10% or more of the corporate stock of the bidder of any class or of all individual partners in the partnership who own 10% or greater interest therein.

In the event no stockholder or partner owns 10% or greater, please so indicate at the appropriate space on this form

If one or more such stockholder or partner is itself a corporation or is a partnership, the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership are as follows:

		Percentage of Ownership	
Name _____	Address _____	_____	_____

Name _____	Address _____	_____	_____

Name _____	Address _____	_____	_____

Name _____	Address _____	_____	_____

IF NO STOCKHOLDER OR PARTNER OWNS 10% OR MORE OF THE CORPORATE STOCK OR OWNERSHIP OF THE BIDDER, CHECK HERE _____

I certify that the foregoing information is correct

Signature of secretary or partner

Date

Print name and title

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN
CERTIFICATION AND INFORMATION**

Quote Number: _____ Bidder/Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treaso/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasurys list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below, Failure to provide such...will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____ _____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____
ADD AN ADDITIONAL ACTIVITIES ENTRY	

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable,

BURLINGTON COUNTY BOARD OF SOCIAL SERVICES
REQUEST FOR PROPOSALS' CHECKLIST

To be completed and signed by submitting responders to the Request for Proposals for Auditing Services.

The following items were submitted with the Request for Proposals for Auditing Services:

- | | YES | NO |
|---------|--|----------------|
| () 1. | Copy of a Certificate of Insurance, issued by an Insurance carrier licensed in the State of New Jersey, for the firm/individual showing the amount General liability, professional liability and other Insurance coverages in place as of 2/1/26 | _____ |
| () 2. | Certification of Compliance | _____ |
| () 3. | Affirmative Action Questionnaire | _____ |
| () 4. | Copy of Business Registration Certificate | _____ |
| () 5. | Signature Page | _____ |
| () 6. | Signed, completed and notarized "Non-Collusion Affidavit" | _____ |
| () 7. | Signed and completed "Statement of Ownership" | _____ |
| () 8. | Firm information, including resumes | _____ |
| () 9. | References | _____ |
| () 10. | Disclosure of Investment Activities in Iran Certification and Information Form | _____ |
| () 11. | RFP Document Checklist | _____
_____ |

SUBMITTING FIRM NAME & ADDRESS:

 Date _____