

**Regional Center Partnership of Somerset County
NOTICE OF ADDENDUM NO. 1**

**AUDITING SERVICES FOR THE REGIONAL CENTER PARTNERSHIP OF SOMERSET COUNTY,
INC. AND PREPARATION OF FEDERAL TAX RETURN FORM 990 AND NJ FORM CRI-200
CHARITABLE ORGANIZATION REGISTRATION/VERIFICATION STATEMENT
CONTRACT #: RCP-COM-0001-20**

Addendum No. 1 has been issued for the Bid pertaining to **Auditing Services for the Regional Center Partnership of Somerset County, Inc. and Preparation of Federal Tax Return Form 990 and NJ Form CRI-200 Charitable Organization Registration/Verification Statement, Contract #: RCP-COM-0001-20**, on September 24, 2019 and has been delivered as an electronic transmission to all eligible vendors who have received bid specifications.

Copies of Addendum No. 1 may be seen or procured at the following location: the office of the Somerset County Planning Board (908-231-7021) during regular business hours Monday – Friday, 8:30 a.m. – 4:30 p.m. or on the Regional Center Partnership’s website: <http://www.regionalcenterpartnership.org/> under the heading “Request for Proposals” and Somerset County website www.co.somerset.nj.us “Bids/RFP’s”

TO ALL CONCERNED:

The original bid specification package for the above referenced project is amended as noted in Addendum No.1.

CONCERNING THE SPECIFICATIONS:

1. Pages 13 has been replaced with Page 13-revised

Respondents shall not write in any margins or alter the official content of Somerset County RFP document.

2.26 RFP Preparation of Forms

RFPs ***must be signed in ink by the respondent***; all quotations shall be made with a typewriter/computer or pen and ink. Any quotation showing any erasure alteration must be initialed by the respondent in ink. Unit prices and totals are to be inserted in spaces provided.

2.27 W-9

Successful bidder/respondent shall complete W-9 Form and submit to Purchasing prior to contract award. The form is available at the following link: www.irs.gov/pub/irs-pdf/fw9.pdf

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3. Scope of Work (SOW)

Major tasks are as follows:

Auditing and Federal Tax Return and NJ Charities Statement Preparation Services

3.1 Prepare an audit and complete the federal income tax return form and the information required to successfully file on-line the NJ charitable organization statement for the Regional Center Partnership of Somerset County for all funds and activities under control of the Regional Center Partnership and for the funds, records, books of accounts and internal control policies and practices associated with sound financial management of public funds. This Scope of Work includes the delivery of audit documents by April 15, 2020 (first year of the contract) and April 15, 2021 (second year of contract).

Part 1: Minimum requirements

The following are the minimum threshold requirements for eligible persons and/or firms to be considered for the requested services:

Consultant shall:

- Possess a RMA (Registered Municipal Accountant) and has had a multi-disciplinary accounting practice in the area of State of New Jersey local governmental accounting and finance for a minimum of five (5) years.
- Have knowledge and experience with the rules, regulations and process of the New Jersey Department of Community Affairs, Local Finance Board on behalf of local and county governments, local improvement and utility authority's, 501(c)(3) corporations, etc.

Have experienced staff with knowledge and expertise with the audit of programs and activities covered by NJSA 40A: 11-1 et seq.; (NJ Local Public Contracts Law), N.J.A.C.