



**ROWAN UNIVERSITY / RUTGERS CAMDEN BOARD  
OF GOVERNORS**

**RFP #2020-03**

**REQUEST FOR PROPOSALS**  
**FAIR AND OPEN SOLICITATION PROCESS**

**Fiscal Year 2020 Audits  
for the  
Rowan University/Rutgers – Camden Board of Governors  
and the Joint Health Sciences Condominium Association, Inc.**

<b>RFP Issued:</b>	<b>July 22, 2020</b>
<b>Vendor Questions Due:</b>	<b>August 7, 2020</b>
<b>Proposals Due:</b>	<b>September 2, 2020</b>

**ISSUED BY:**  
Rowan University / Rutgers-Camden Board of Governors

# ROWAN UNIVERSITY / RUTGERS CAMDEN BOARD OF GOVERNORS

## NOTICE TO PROPOSERS RFP # 2020-03

### AUDITING SERVICES

The Rowan University/Rutgers-Camden Board of Governors (“Board”) is soliciting proposals for Auditing Services, as more fully described in the Request for Proposals #2020-03, available at the Board’s website ([www.rurcbog.com](http://www.rurcbog.com)), as well as, available at the Board’s Administrative Office located at 201 South Broadway, Suite 440, Camden, New Jersey 08103. The office is open Monday through Friday between the hours of 8:30 am to 4:30 pm. The office may also be reached via phone at (856) 203-6757 or by emailing Ms. Sandy McAndrew at [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com). Responses to the RFP must be submitted in the form provided in the proposal packet.

**One (1) original and four (4) copies of the RFP response shall be returned to the Board on or before 4:30 p.m. (Eastern Time) on Wednesday, September 2, 2020. Proposal responses that are not received on Wednesday, September 2, 2020 by 4:30 p.m. (Eastern Time) at the Board’s offices will be rejected.**

All questions regarding the RFP shall be submitted no later than **4:30 PM on Friday, August 7, 2020 (Eastern Time)** to Sandy McAndrew. No telephonic questions or contacts are permitted. All questions must be submitted in writing via facsimile addressed to Sandy McAndrew at (856) 379-3953, or email to [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com)

Proposals are being solicited by the Board through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. The contract will be awarded by the Board at a public meeting, in accordance with the criteria set forth in the Request for Proposals and in accordance with applicable laws. Respondents are required to comply with the requirements of N.J.S.A. 10:5-32, et. seq. and N.J.A.C.

The contract will be awarded according to the criteria set forth in this Request for Proposals and in compliance with applicable federal and state laws. The contract award will be announced by the Board at a public meeting.

## **1.0 PURPOSE**

The Board is soliciting proposals from New Jersey Registered Municipal Accountants with demonstrable experience working with New Jersey government agencies and non-profit corporations to audit (i) the Board's financial statements for the fiscal year beginning July 1, 2019 and ending June 30, 2020, and (ii) the financial statements of the Joint Health Sciences Condominium Association, Inc. (the "Association") for the fiscal year beginning October 1, 2019 and ending September 30, 2020. In addition, all required tax returns will be prepared for the Association.

Firms responding to the Request for Proposal should have extensive experience, knowledgeable background and qualifications in the provision of this service.

## **2.0 BACKGROUND INFORMATION**

### **2.1 General**

The Board has determined that an annual audit of its books, accounts, and financial transactions shall be made and completed within six (6) months after the close of its fiscal year, and for that purpose shall employ a Registered Municipal Accountant of New Jersey.

The Board is authorized to manage the Joint Health Sciences Center in Camden on behalf of the Association. The Board, as agent for the Association, has determined that an annual audit of the Association's books, accounts and financial transactions shall be made and completed within six (6) months after the close of the Association's fiscal year, and for that purpose shall employ a registered municipal accountant of New Jersey on behalf of the Association.

### **2.2. The Rowan University/Rutgers - Camden Board of Governors**

The Board is an instrumentality of the State, having been constituted under the New Jersey Medical and Health Sciences Education Restructuring Act (hereinafter "Restructuring Act") P.L. 2012, c.45, s.34. On August 22, 2012, Governor Chris Christie signed into law the Restructuring Act. Specifically, Sections 33 and 34 of the law created the Board and gave it broad powers. The primary purpose of the Board is to facilitate joint development of curricular offerings, produce significant positive economic development outcomes, and engage the Camden community on health-related issues. The seven (7) member board consists of two members appointed by the Rowan University Board of Trustees, two members appointed by the Rutgers-Camden Board of Directors, and three members appointed by the Governor with the advice and consent of the Senate. The fulfillment of the Board's mission will be achieved through the development of health sciences programming and the creation of a vibrant health sciences corridor anchored by and in partnership with Rowan University, Rutgers-Camden, Cooper University Hospital, MD

Anderson Cancer Center at Cooper, Coriell Institute for Medical Research, Camden County College and the Cooper Medical School of Rowan University. The Legislature created the Board with the vision that it would leverage existing education, research and medical assets in Camden to create and sustain economic growth and civic engagement in the city and the broader South Jersey region. The Board’s mission translates into three overarching themes: (1) education; (2) economic development; and (3) civic engagement.

## **2.3 THE JOINT HEALTH SCIENCES CONDOMINIUM ASSOCIATION, INC.**

The Association is a non-profit corporation established to own the leasehold condominium created under the Leasehold Master Deed, recorded on February 26, 2019 in the Office of the Camden County Clerk in Deed Book 11086 at Page 1306, et seq. (the “Master Deed”). Under the Master Deed, the Board is designated as Manager of the Association. The Association’s financial accounting is separate from that of the Board and its cash receipts and disbursements are handled through accounts in the name of the Association managed by the Board as Agent for the Association.

The members of the Association are Rutgers, the State University of New Jersey, Rowan University and Camden County College. The Association is governed by an Executive Board comprised of appointees designated by the members.

## **2.4 REPORTING ENTITY**

### **2.4.1. The Rowan University/Rutgers-Camden Board of Governors**

The Board is an innovative partnership between two world-class institutions that will create meaningful shared research and education opportunities, serve as a significant economic engine for the State of New Jersey, and produce numerous benefits for the City of Camden. Work on the Board’s first building, the Joint Health Sciences Center representing a public investment of \$72 million, is already underway and slated to open in the Fall of 2019.

The Joint Health Sciences Center is based on the Mesh Economy model, which co-locates students from different academic disciplines in order to share laboratories, equipment and classrooms. This exposes students to a broader field and depth of educational rigor, and encourages the connection of talents, goods and services. The Joint Health Sciences Center has multiple users, including Rutgers-Camden, Rowan University, the Cooper Medical School at Rowan University, the Rowan University School of Osteopathic Medicine, Camden County College and the Board’s administrators. The building is segmented into two different structures to ensure compliance with different funding stream mandates.

Eds and meds are an important economic catalyst for Camden and the State of New Jersey. It is increasingly understood that universities, health systems, and research institutions, are important providers of educational offerings, medical services, and breakthrough research. As such, these entities are essential participants in the State's aim to compete for economic growth, for knowledge workers and innovation activity that drives growth in today's economy. Many institutions, in turn, understand the importance of being a "good neighbor," and work to ensure that their physical presence confers many layers of economic gains and social benefits to their immediate neighborhoods.

Concentrating this kind of activity on the Joint Health Sciences Campus enhances New Jersey's participation in the nation's health care occupations, projected labor demands and strengthens its ability to attract knowledge work, research funding, and corporate presence. Since a growing proportion of Americans seek high-amenity, knowledge-rich regions with high-quality health care resources, the establishment and growth of the Joint Health Sciences Campus in southern New Jersey improves not only the State's new business but also resident attraction efforts.

#### **2.4.2. Accounting Policy/Description of Funds**

The Accounting Policies and Procedures Manual as adopted by the Board on November 13, 2018, are available online at [www.rurcbog.com](http://www.rurcbog.com). The Association follows the same accounting policies and procedures.

#### **2.4.3. Basis of Accounting - Board**

The Board Financial Statements are presented in two methods, each with different accounting basis: government-wide statements and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the government. The Board's operations consist of governmental activities, which are supported by revenues appropriated by Rowan University and Rutgers-Camden. The Board has no business-type activities, which rely to a significant extent on fees and charges for support. If the Board had business-type activities, such activities would be reported separately from governmental activities. The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are specifically associated with a service, program, or department and, therefore, clearly identifiable to a particular function. It is the policy of the Board to not allocate indirect expenses to functions in the statement of activities.

In regards to the fund financial statements, the Board segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate

legal compliance. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. Fund financial statements report detailed information about the Board. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a single column.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Appropriations from Rowan University and Rutgers-Camden are recognized as revenues in the year for which they are appropriated. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are deemed both available and measurable. Available means when revenues are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

Reimbursable-type grants and interest associated with the current year are all considered to be susceptible to accrual and are recognized as revenues of the current year. All other revenue items are considered to be measurable and available only when cash is received by the Board.

#### **2.4.4. Basis of Accounting - Association**

The Association Financial Statements are presented using generally accepted accounting principles for a non-profit condominium association.

#### **2.4.5. Location of Records**

Computerized files, accounting records, documents, vouchers and reports are found at the Board's office located at 201 Broadway, Suite 440, Camden, New Jersey.

#### **2.4.6. Employee Retirement System**

Employees of the Board who are eligible for pension coverage are enrolled in the New Jersey Public Employee Retirement System (PERS), established by Chapter 84, P.L. 1954, on January 2, 1955 after a repeal of the laws creating the former State Employees Retirement System. The system is maintained on an actuarial reserve basis.

Generally, all public employees in New Jersey not required to become members of another contributory retirement program are normally required to enroll in this system.

The Association has no employees.

### **2.4.7. Assistance Available**

Through a shared services agreement, the County of Camden Comptroller's Office has the responsibility for maintaining the general accounts for the Board and the Association. As such, the Comptroller will make available to the auditing firm any records needed to complete the annual audit.

### **2.4.8. Furniture and Office Space**

The Auditor shall be provided work space. All other necessary supplies and equipment shall be furnished by the Auditor.

## **3.0 SCOPE OF SERVICES**

The scope-of-work for this engagement involves a qualified Registered Municipal Accountant of New Jersey to audit the Board's financial statements for the fiscal year ending June 30, 2020 and to audit the Association's financial statements for the fiscal year ending September 30, 2020. In addition, all required tax returns will be prepared for the Association.

### **1) Services to be performed**

a. The audits shall be performed in accordance with auditing standards generally accepted in the United States of America, the Government Auditing Standards issued by the Comptroller General of the United States, all applicable standards issued by the Governmental Accounting Standards Board (GASB), along with any and all other laws applicable to the financial statements of the Board and the Association.

b. For the Board, a compliance audit of financial assistance shall be performed in accordance with the requirements of State of New Jersey Circular 15-08-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

c. All required tax returns will be prepared for the Association.

### **2) Audit Plan Overview**

An audit plan overview presented before the start of the engagement including, but not limited to, the following components:

- a. Introduction of Audit Engagement Staff
- b. Audit Preparation and Planning Stages
- c. Evaluation of the System of Internal Controls

- d. Consideration of Fraud
- e. Assessment of Risk
- f. Substantive Test and Examination of Account Balances
- g. Reporting Requirement and Presentation

3) **Management Letter**

a. A letter submitted to the Board at the conclusion of the audit if additional information regarding the reportable conditions need to be communicated to the management.

b. Through the course of auditing work, emphasis should be placed on the identification of opportunities (not necessarily limited to accounting considerations) for improving controls, improving operations, or reducing costs which can be brought to the Chief Executive Officer's attention on a timely basis for possible implementation. Although auditing standards do not require such consideration of administrative controls and business problems, proposers should consider these matters of high importance in the course of informing the Chief Executive Officer about its business as well as its accounting practices.

4) **Additional Services**

a. Any fees not included in the proposal quote that may be required beyond the scope of the audit engagement. The proposal should state that any increase in the audit fee will be immediately disclosed to the Board. The disclosure should include an estimation of the increased fee and the reason for the increase.

b. Additional services which may be required include, but are not limited to, assistance with financial statement preparation; and related consulting and advisory services pertaining to the Board or the Association. Because the level and extent of additional services which may be needed is not known, these additional services should be excluded from the audit fee, however hourly rates for these possible additional services should be provided in the fees section of the proposal. Should such additional services be required, the Board and/or the Association shall amend its agreement with the selected firm.

5) **Post Audit**

The Board must be informed of any adjusted entries related to the audit.

**Statement of Qualifications**

A statement of qualifications for the firm/individual is to be submitted and presented:

- 1) Eligibility -Authorization by the State Board of Accountants to conduct audits.
- 2) Experience of your firm in relation to the scope of the audit services described in this RFP.
- 3) A list of similar government or pertinent accounts served by your firm.
- 4) Your staff assignments and availability to compete the audit on a timely basis.
- 5) Participation of senior audit personnel assigned to the engagement.
- 6) Availability of staff to respond to questions within the scope of engagement.

Attachments that demonstrate responses or provide relevant illustrations are welcome.

## **Pricing**

The bidder must submit separate lump sum prices for the Board engagement and the Association engagement. The Board and the Association do not pay for travel, telephone or meals. Pricing for additional required services should be excluded from the audit fee, and proposed separately with hourly rates as mentioned above.

## **Proposal Evaluation Criteria**

Pursuant to the Board's procurement policy (which also applies to the Association), the following criteria will be used to evaluate the proposals:

The committee evaluating proposals submitted in response to the RFP will review the information contained in the proposals, any supplemental information provided by bidders, and information gathered during interviews with bidders, if conducted. The evaluation committee will consider the following factors in ranking the proposals:

- 1) Compliance with the requirements stated in the RFP;
- 2) Experience specific to the engagement;
- 3) Experience performing engagements for public entities in the State of New Jersey, the County of Camden, and the City of Camden.

## **Contract Award**

The contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the Board and the

Association, price, and other factors considered. Any or all bid proposals may be rejected when the Board determines that it is in the public interest to do so.

## **Proposal Deadline**

The deadline for proposals is **Wednesday, September 2, 2020**. One (1) original and four (4) copies of the RFP response shall be returned to the Board on or before **4:30 p.m. (Eastern Time) on Wednesday, September 2, 2020**. Proposal responses that are not received on **Wednesday, September 2, 2020 by 4:30 p.m. (Eastern Time)** at the Board's offices will be rejected.