

**TOWNSHIP OF SHREWSBURY
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUESTS FOR PROPOSALS/QUALIFICATIONS
FROM AN INDIVIDUAL OR FIRM TO SERVE
AS TOWNSHIP CHIEF FINANCIAL OFFICER
ST2023-06**

Sealed proposals will be received by the Township Clerk of the Township of Shrewsbury, New Jersey and opened and read in public in the Township Committee Meeting Room, in the Township of Shrewsbury Municipal Complex, 1979 Crawford Street, Shrewsbury Township, New Jersey, on **December 14, 2022 at 10:30 AM** for the following:

Request for Qualifications from an Individual or firm to serve as” Township Chief Financial Officer” to the Township of Shrewsbury for a four-year term beginning January 1, 2023 through December 31, 2026. **BID/PROPOSAL #ST2023-06**

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq./N.J.A.C. 17:27 (P.L. 1975, c. 127) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Shrewsbury to do so. The Township of Shrewsbury also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Shrewsbury

LESTER JENNINGS, Mayor, Township of Shrewsbury
KATRINA THORNTON, Acting Municipal Clerk, Township of Shrewsbury

**Request for Qualifications from an Individual or Firm
Interested in Serving as “Township Chief Financial Officer”
to the Township of Shrewsbury from
January 1, 2023 to December 31, 2026
BID/PROPOSAL #ST2023-06**

Introduction

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, *et seq.*, the Township seeks Requests for Qualifications (“RFQ”) from individuals or firms to serve as Township Chief Financial Officer for the Township of Shrewsbury. The successful person or firm must have significant experience in representing New Jersey public entities and organizations as a Chief Financial Officer. The successful individual or firm will provide Financial Officer services for the Township of Shrewsbury as follows:

1. The position requires Certification in the State of New Jersey as a Certified Municipal Finance Officer (CMFO) and relevant experience in the management of municipal finances.
2. The Chief Financial Officer shall be in charge of finances for the Township of Shrewsbury, and provide leadership in evaluating all aspects of the current financial operations and provide advise on recommended changes, improvements, reorganization, etc.
3. The position is considered a part-time position that can be handled both remotely and in person, with the requirement that the Chief Financial Officer spend at least one (1) day per week in-house and appear at Township Committee Meetings and its yearly Budget Hearing.
4. The salary for the CFO position is \$16,000.00 per year.
5. The CFO shall serve as a Municipal Comptroller or Municipal Treasurer responsible for the proper financial administration of the Township pursuant to Statute and such Rules and Regulations promulgated by the Division of Local Government Services, the Local Finance Board or any other State Agency as may pertain to the financial administration of the Township of Shrewsbury.

Professional Information and Qualifications

Each interested firm shall submit the following information:

1. Name of Firm or Individual;
2. Address of principal place of business and all Licensed Members or firm's or individual's office and corresponding telephone, email, and fax numbers. Please note specifically which Licensed Member will be assigned to work with the Township;
3. Qualifications for Service;
4. Description of firm's members' or individual's education, experience, qualifications, number of years with the firm (if applicable) and a descriptive narrative of their experience with projects similar to those described above;
5. Experience related to representation of Municipalities and other public entities;
6. Examples of your record of success representing public entities;
7. The firm's or individual's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff, if applicable);
8. Any other information which the interested firm or individual deems relevant;
9. A copy of your New Jersey Business Registration Certificate;
10. A completed Statement of Ownership form (attached below);
11. A copy of License or Certification of Chief Financial Officer.

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described

Herein shall include:

1. Qualifications of the individual(s) who will perform the tasks and the amount of their respective Participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing (if applicable) and familiarity with the Subject matter;
4. Cost effectiveness; and
5. License qualification.

Submission Requirements

Responses to this RFQ must be delivered in a sealed envelope bearing the title and Bid/Proposal Number no later than 10:30 am on December 14, 2022 to:

**Township Clerk, Shrewsbury Township
Shrewsbury Township Municipal Complex
1979 Crawford Street
Shrewsbury Township, New Jersey 07724**

Please submit one original and one copy of the Request for Qualifications (RFQ) on 8 ½" x 11" white paper.