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**IMPORTANT-SEALED SUBMISSION
ENCLOSED**

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NISIVOC CIA LLP
200 VALLEY ROAD SUITE 300
MOUNT ARLINGTON, NEW JERSEY 07856

TO:

**QUALIFIED PURCHASING AGENT
Robbinsville
Township**

**RFP # 23-04
TOWNSHIP
AUDITOR**

REQUEST FOR PROPOSAL

Municipal Auditor
Robbinsville Township
November 6, 2023

Presented by:
Valerie A. Dolan, CPA, RMA, PSA
973.298.8500
vdolan@nisivoccia.com
200 Valley Road, Suite 300
Mt. Arlington, NJ 07856

nisivoccia.com

Independent Member
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ASSURANCE • TAX • ADVISORY

November 6, 2023

Mr. Sean P. Canning, Qualified Purchasing Agent
Robbinsville Township
2298 NJ-33
Robbinsville Twp, NJ 08691

This proposal is being submitted for your consideration in connection with the Township's Request for Proposals for "Municipal Auditor" for the Township of Robbinsville (the "Township"). We are pleased that you have our firm under consideration and can assure you that we are very much interested in serving the Township. We feel Nisivoccia, LLP is particularly well suited to assist in all areas where assistance is needed and expected and can provide the personalized service best suited to the Township.

We believe that the value of an independent accounting firm to its clients is determined by a number of factors including the size and breadth of its experience, desire of the firm to serve a given client, capabilities of its staff, and the philosophy with which it serves the needs of its clients. In the accompanying proposal, we have provided a brief background description of our firm, information with respect to our experience and our approach, and other related matters.

We understand that the Township is looking for an auditor with exceptional knowledge and experience who can provide timely and effective service throughout the year. Those qualities happen to be our strongest points and what sets us apart from other accounting firms who provide audit services to schools. Our eight government partners work with over 80 municipalities, 85 school districts, charter schools and colleges, and a number of authorities, libraries and other governmental entities of widespread size and complexity and have over 250 years of combined experience devoted solely to governmental entities.

We have been leaders in the field in preparing and educating our clients for new accounting and auditing pronouncements prior to their required effective date and assisted clients with the implementation of the new standards. We have developed and have been hosting Certified Municipal Finance Officer (CMFO) Roundtables on a quarterly basis for our clients for the past several years. We are the only firm that provides such a forum for clients to discuss current topics in an open setting and offer continuing education credits. Additionally, we are actively involved in our professional associations and the Government Finance Officers Association in order to provide the best possible service to our clients.

Many of our employees have been with the firm for their entire careers and have naturally embraced our philosophy to provide extraordinary assistance and service to our clients. Our entire staff is very accessible and responsive to clients' questions throughout the year. Our receptionist answers all daily phone calls and connects every client with their audit team or, in their absence, other competent staff. Additionally, we devote a great deal of time and attention to the assignment of our staff to each audit so that we can provide for their natural progression and advancement which provides an element of staff rotation without causing undue disruption to our clients.

Our governmental entity audit group is supported by other professionals within the firm who have expertise with non-profit organizations, payroll and tax, and deferred compensation plans who have assisted our school clients with related non-profit groups, employee benefits and related payroll and tax withholding, and information and rules surrounding employee 403b and 457 plans. As a client, you would have complete access to these resources. We can assure you that our firm has both the resources and capacity to provide accounting and auditing services that go “above and beyond” the norm.

We appreciate the opportunity to submit this proposal and convey our enthusiasm and desire to be appointed as the Municipal Auditor. Our firm can fully satisfy your needs for a comprehensive and quality audit and related services at a reasonable price and will be pleased to answer any questions or submit any additional information you may desire.

Sincerely yours,

A handwritten signature in cursive script that reads "Valerie A. Dolan".

Valerie A. Dolan, Partner
Nisivoccia LLP



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Executive Summary

We are one of the largest and most well-respected regional accounting firms in New Jersey, with approximately 120 personnel including partners, professional staff and administrative support. We maintain a reputation of excellence when it comes to servicing our clients. Nisivoccia is ranked in *NJBIZ New Jersey's Top Accounting Firms* listing. We attribute our success and growth as a CPA and advisory firm to our clients and their referrals.

Nisivoccia LLP has 19 partners and a staff of 100 plus, including 53 Certified Public Accountants, 22 Public School Accountants and 14 Registered Municipal Accountants (all of whom are CPA's). We can offer you the most talented and committed accountants with expertise in a multitude of specialties to enhance our service to you. Eight of our partners and approximately 25 of our staff are completely dedicated to conducting municipal audits.

Nisivoccia LLP is a leader in performing municipal audits and has a reputation for quality service among our clients. We have successfully performed audits of government entities for over 35 years. Nisivoccia LLP has taken a proactive role in researching and informing our clients of new accounting and auditing pronouncements along with providing guidance on the implementation of those pronouncements. We attend League of Municipality meetings in several counties, along with attending various conferences and conventions for local governmental entities. We conduct workshops and training seminars to assist our clients with new developments in the industry. We have also developed and have been hosting Certified Municipal Finance Officer (CMFO) Roundtables in our office on a quarterly basis for our clients for the past several years covering comprehensive accounting and reporting topics; we have been instrumental in assisting our clients implement and navigating the many new requirements.

Our hands-on approach has proven particularly useful to our clients. We have provided services to our clients for a multitude of referendums and debt issuances, fund balance projections, and other consultation services including review and evaluation of internal controls, payroll tax abatement services, technology projects and financial planning services. Our governmental clients include:

- 100+ municipalities and other government authorities
- Morris, Warren and Sussex County Governments
- 20+ Libraries
- 85+ School Districts
- Morris and Warren County Community Colleges

Executive Summary

Timeliness

We make it a policy to file audit reports within the statutory due dates. This is the norm for our firm; we are committed to performing our work on a timely basis. We believe that Nisivoccia LLP is the only major firm to have such a performance record.

Communications

Open lines of communications throughout the year are a critical part of the audit process. We strongly encourage our clients to involve us in the solution process by communicating accounting and audit matters with us as they arise. Participation in the process from the beginning enables us to provide timely business advice while minimizing the opportunity for unexpected outcomes.

Quality Control

At Nisivoccia, we take pride in the reputation we have achieved for high quality standards. Quality is a product of our culture and we maintain a level of professionalism to which we have long been dedicated and which continues to permeate throughout our firm. We can identify the following unique characteristics of our practice:

- Multiple partners specializing in the school and government industry
- Multiple levels of quality control review throughout the firm
- A commitment to continuing education for our staff and our clients
- Staff retention which allows for expertise at all levels

Each of our audits are subject to quality control by a partner, specializing in your industry, who is independent of the engagement team. As required by professional standards, members of the firm adhere to continuing education guidelines to assure compliance with current accounting standards. Nisivoccia LLP subscribes to a high level of Peer Review, which in effect, is an audit of our quality control system. A copy of our unqualified Peer Review Report is included in our profile package. In our last five peer reviews, we received an unqualified report with no comments. Quality is an attribute which is pervasive in our operation, from the staff we recruit to the final report we produce.

Independence

We as professionals subscribe to the highest ethical standards to ensure that all of our clients receive the quality service they deserve without compromise. These standards ensure to our clients that we can continue to serve their best interests for many years.

These attributes have enabled us to meet and exceed the expectations of our clients. We receive high client satisfaction ratings, which is witnessed by our low turnover rate and high client retention, many of which have been with the firm for 25 years or more. We encourage you to contact any of our clients for references.



Proposal Summary

It is our understanding that the services you will require include an annual audit of the financial statements of the Township of Robbinsville in accordance with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, as required by N.J.S. 40:14A-7.1, et seq. Our audit of the financial statements will be made in accordance with generally accepted auditing standards, government auditing standards, the Single Audit Act, if applicable, and will include such tests of the accounting records and such other auditing procedures as we consider necessary in the circumstances.

In addition to the compliance phase of governmental auditing, our approach, which is consistent with the present state of the art, places great emphasis on looking beyond the accounting entries to the underlying operations and day-to-day business situations which give rise to the entries. We believe that it is important for us to gain an insight into various conditions which affect our clients' financial position and operations.

Our professionals are available as needed throughout the year as accounting or audit issues arise. We pride ourselves on our responsiveness to our clients' needs and welcome the opportunity to answer questions on any financial matters during the year in order to mitigate year-end findings.

Your Service Team

A professional firm is its people. We believe it is our essential purpose to make available to our clients outstanding auditors as well as specialists in a variety of areas, including governmental and school finance. Accordingly, we recruit and develop what we feel is the best talent available. The size and variety of our firm's clientele enable us to staff each engagement as needed with excellent personnel and broaden them with the widest of experience. Because our effectiveness as a service organization is dependent upon our people, we believe in exposing our staff to a broad range of industries and organizations so that they will develop an effective sense of general business in addition to their competence as accountants and auditors. Accordingly, assignment of staff to the examination of the Township's financial statements would be for periods of time sufficient in which to bring to bear the benefits of their experience in other audits. As a public accounting firm, 100% of our Firm's practice is in financial accounting.

We feel it is important for a partner to be available during the performance of the audit in order to control the time spent and effectively resolve any questions that arise from the Township's administration or the audit staff. When off site, it is our policy and practice to return all of our phone calls and messages on a daily basis so that we are completely accessible to all of our clients.

Proposal Summary

Your Service Team (Cont'd)

The audit team that will be assigned to the audit of the Township will be headed by partners of the firm, who will have the overall responsibility for the audit engagement. All of Nisivoccia LLP's professional staff are college graduates, many of whom are Certified Public Accountants, Registered Municipal Accountants, Public School Accountants, and hold various other professional licenses and degrees. All employees are non-union.

Our proposed audit team will consist of an engagement partner, a consulting partner, an audit in-charge, and various staff accountants.

Based on an examination of your service needs, Mrs. Valerie A. Dolan, CPA, RMA, PSA will be the partner assigned to this engagement and will have the responsibility for the planning, direction, and execution of the annual audit. She will also lead the Nisivoccia LLP service team and will be responsible for overseeing the interaction between the Township of Robbinsville and Nisivoccia, ensuring that the project is on time and completed in an efficient and cost-effective manner. She has extensive experience in conducting all types of audits and internal control reviews.

Mrs. Dolan has over 29 years of experience in governmental auditing. She is a Certified Public Accountant, Registered Municipal Accountant, Public School Accountant and Certified Municipal Finance Officer and has had considerable experience in governmental and school finance. For over 29 years, she has serviced governmental entities of varied sizes and complexity. She is deeply committed to see that the best interests of all our clients are continually served.

Ms. Man C. Lee, CPA, RMA, PSA will serve as the consulting partner on the engagement and will assist Mrs. Dolan as necessary. She is a Certified Public Accountant, Registered Municipal Accountant, Public School Accountant and Certified Municipal Finance Officer and has had considerable experience in governmental finance. She is deeply committed to see that the interests of all our clients are continually served.



Valerie A. Dolan

Resume

Position: Partner, Nisivoccia LLP

Education: University of Scranton; B.S.

Professional: Certified Public Accountant, New Jersey
Registered Municipal Accountant, New Jersey
Public School Accountant, New Jersey
Certified Municipal Finance Officer, New Jersey

Range of Experience: Nisivoccia LLP, Mount Arlington, New Jersey (1994 to Present)

Client experience includes planning, review and execution of audits with concentration of engagement planning in governmental (Schools, Municipalities, Counties, Joint Insurance Funds, County Colleges, Boards of Education, and Libraries) and not-for-profit organizations. Demonstrates proficiency with respect to Government Audit Standards and Single Audit engagements of a wide range of state and federal grants.

- Financial consulting projects
- Internal control reviews
- Bond and note offerings
- Assistance in preparing financial statements and budgets
- Accounting system design
- Feasibility studies
- Operational reviews
- Assistance in referendum presentations
- Proficient User of CDK and Systems 3000 School Software
- Proficient User of MSI and Edmunds Municipal/County Software

Professional and Community Involvement:

Member of:

- New Jersey Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Registered Municipal Accountants Association of New Jersey
- Government Finance Officers' Association
- Morris County School Business Officials Association
- Sussex County School Business Officials Association
- Morris County League of Municipalities

Treasurer - Roxbury Area Chamber of Commerce

Speaker at Local and State School Business Official Associations, Municipal Finance Officer Seminars, etc., on career development and governmental accounting and auditing.



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Man C. Lee

Resume

Position: Partner, Nisivoccia LLP

Education: University of Scranton; B.S. and M.B.A.

Professional: Certified Public Accountant, New Jersey
Registered Municipal Accountant, New Jersey
Public School Accountant, New Jersey
Certified Municipal Finance Officer, New Jersey
Series 7 License – General Securities Representative
Series 66 License – Investment Advisor Representative
Individual Producer License – Life Insurance
Individual Producer License – Health Insurance

Range of Experience: Nisivoccia LLP, Mount Arlington, New Jersey (2004 to Present)

Client experience includes planning, review and execution of audits with concentration of engagement planning in governmental entities (Schools, Municipalities, Counties, Municipal Utilities Authorities, Fire Districts, Boards of Education and Libraries). Demonstrates proficiency with respect to Government Audit Standards and Single Audit engagements of a wide range of state and federal grants.

- Financial consulting projects
- Internal control reviews
- Bond and note offerings
- Assistance in preparing financial statements and budgets
- Accounting system design
- Feasibility studies
- Operational reviews
- Assistance in referendum presentations
- Proficient User of CDK, CSI and Systems 3000 School Software
- Proficient User of MSI and Edmunds Municipal/County Software

Professional and Community Involvement:

- Member of:
- New Jersey Society of Certified Public Accountants
 - American Institute of Certified Public Accountants
 - Registered Municipal Accountants Association of New Jersey
 - Somerset County School Business Officials Association
 - Hunterdon/Warren County School Business Officials Association
 - Government Finance Officers Association of New Jersey
- Member
- American Red Cross, North Jersey Chapter

Speaker at Local and State School Business Official Associations, Municipal Finance Officer and GFOA Seminars, etc., on career development and governmental accounting and auditing.



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Proposal Summary

Scope of Engagement

Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express an unmodified opinion that your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. If our opinion were other than unmodified, we would fully discuss the reasons with you in advance.

Our audit is not specifically designed and cannot be relied upon to disclose deficiencies in internal controls. However, during the audit, if we become aware of such deficiencies or ways that we believe management practices can improve, we will communicate them to you in a separate letter to those charged with governance. We encourage and are available for routine consultation throughout the year to continually evaluate the operating effectiveness of the deficiency and the solutions. We believe strongly that timely communication of any deficiencies identified by management is essential to serving you promptly, effectively, and efficiently.

In addition to the compliance phase of governmental auditing, our approach, which is consistent with the present state of the art, places great emphasis on looking beyond the accounting entries to the underlying operations and day-to-day business situations which give rise to the entries. We believe that it is important for us to gain an insight into various conditions which affect our clients' financial position and operations.

This approach is commonly referred to as the "business approach" to auditing. In accomplishing this, we obtain an understanding of the organization and the systems and procedures which comprise the entity's system of internal accounting controls. As a result, we will formally report to you any significant recommendations for improvement which may be developed during our examination. Such reports protect the entity's assets and often point the way to significant economies, as well as more meaningful information to guide management decisions.

We believe that the key to an efficient audit is having clearly defined objectives and carefully planning the conduct of the examination which can only be done with a full understanding of the operating and financial policies and procedures of the organization and its management. To accomplish these goals, we generally follow the policy of making a formal planning survey and preparing a formal audit plan. This audit plan is prepared and approved by the partner who has responsibility for coordinating and carrying out the examination. One important objective of our audit plan is to maximize the efficiency of our efforts through the use of the Township's professionals wherever possible in preparing schedules and accumulating data in connection with the audit.



Proposal Summary

Scope of Engagement

The timing and planning of our audit would be discussed with Township's administration upon our appointment and in accordance with the timeline contained within the request. We make every possible effort to accommodate the scheduling requests and preferences of all our clients. Our firm is committed to deadlines, statutory or client requested. We have filed our clients' annual audits on or before statutory deadlines.

At the conclusion of our audit, we will meet with the administration of the Township to review our findings. Upon issuance of the report, we will meet with the full governing body to discuss the report.

Fee Proposal

We are sensitive to your responsibility and ours for the control of costs, and we will cooperate fully to minimize our fees while maintaining the quality of our services. This will be accomplished by controlling cost through manpower planning. Your engagement will be categorically budgeted, based on current records and their condition, and the time expended will be monitored against that budget. If the records of the Township are not in an auditable condition, we will discuss the circumstances with the Township's administration and the governing body, if necessary, before we incur the additional costs.

Although we have the resources and capabilities of a larger firm, we choose to operate like a small firm. Our staff is diversified in experience and is closely supervised by the engagement partner (both onsite and offsite) in the performance of their duties. We are confident that we have the resources available to best serve your needs.

Note:

- Fees are based on your anticipated cooperation and the assumption that there will not be a significant change in your operations. Otherwise, we do not anticipate increases beyond our proposed rates.
- Any additional costs imposed by clients or outside sources are discussed and agreed upon prior to incurring additional time.

We have found from our many years of experience that open communication and collaboration of effort improves audit efficiency and effectiveness. Our fee includes continuous communication with administration on all financial matters throughout the year, which we encourage, in order to be kept apprised of any new developments, critical issues and potential problem situations that can be effectively addressed prior to year-end and minimize year-end audit findings and to create an opportunity for us to provide you with expert financial guidance and advice.



Proposal Summary

Fee Proposal (Cont'd)

Our fees for any additional services that may be required or that you may request, such as assistance with debt management plans, bond sales, fund balance projections, special research projects, or other services would be billed at our standard hourly rates which vary according to the level and range of experience of the personnel to be assigned to the engagement based upon the services to be performed and is included as Schedule A – Project Specifications and Fee Proposal.

Additional Service Offerings to our Clients

In addition to services related to the Township's financial statements and the expression of our opinion on them, we would make ourselves available to consult with the Township and appropriate Township professionals in all areas which you deem necessary.

Our firm has been engaged by several clients to perform specialized internal control reviews and evaluations. We have assisted in reviewing policies and procedures to ensure that internal accounting and administrative controls are operating efficiently and effectively.

We have assisted many governmental entities in the preparation of Official Statements for the issuance of debt. All of our partners are very experienced in government finance and financial consulting. We have established excellent rapport and communication with many bond counseling firms.

Our firm assists in the preparation of approximately 10 to 15 official statements annually for various debt offerings - Bond Anticipation Notes, General Obligation Bonds, Revenue Bonds, and Refunding Bonds.

Additionally, our firm offers a variety of other services which would be available to the Township, upon request, such as tax research, tax filing information, communication with the Internal Revenue Service, financial planning services, and various technology consulting services.



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Firm Overview

Nisivoccia, founded in 1970, services clients in New Jersey, the surrounding metropolitan area as well as nationally. We are an independent member of an international affiliation of privately owned and operated public accounting firms known as BKR International. As a result, we have a network of affiliates who we can work with to support your organization across the United States and internationally as the need arises. Our personnel currently consist of 19 active partners and approximately 120 professional and administrative support staff.

Our first and foremost objective on any engagement is to render our clients with distinguished services in accordance with the highest professional standards. Our success is evident by our reputation for our integrity, objectivity, competence, and independence. Our reputation for quality performance is well recognized by our business, not-for-profit clients, school districts and governmental entity clients. To maintain this reputation, we make a considerable effort to hire the best people available and to develop their skills through continuing education programs.

In addition to obtaining the knowledge necessary to help serve our clients, Nisivoccia prides itself on giving back to the local communities we live in and serve. A culture that has been engrained in all our professional staff by our founding partner over the past 50 years. Several awards and honors recently received by our organization include:

- 2020 William Huber Award Recipient, Raymond Nisivoccia
- 2018 ICON Honors to Raymond Nisivoccia for his leadership and community service.
- NJBIZ Best Places to Work for small and medium size companies.
- Sussex County Economic Development Partnership, Inc. Longevity Award.
- Mosaic Award from Project Self-Sufficiency, Sussex County
- Roxbury Area Chamber of Commerce Businessperson of Year, Valerie A. Dolan
- Jefferson Township Chamber of Commerce Business of the Year.
- New Jersey Monthly 2016 and 2017 Great Oak Award for our contributions to charities and social causes.
- New Jersey Business & Industry Association 2017 Awards for Excellence for the Community Service category.
- The 2016 SCARC Foundation Leadership Award for our philanthropic activities and dedication to the local communities.



Services Overview

Accounting and auditing services represent the mainstay of our practice, constituting more than fifty percent of our total service revenue. In addition, the firm provides a multitude of services in the related areas of personal and corporate tax, estates and trusts and other management advisory services.

Our Public Entity Group will be providing the financial audit services for the Township of Robbinsville. This group of our practice has a vast knowledge of auditing governmental entities. These governmental entities include Local Municipalities, Municipal Libraries, Joint Insurance Funds, County Governments, Local School Districts, County Colleges, and Municipal Utility Authorities.

We have three offices in New Jersey – Mount Arlington, Bridgewater, and Newton. We, as a firm, have had long-term exposure to a wide range of governmental and other nonprofit clients. More than 50% of our staff specializes in, and is entirely dedicated to, our governmental clients. Our current client list includes municipalities, authorities, county governments, school districts, county colleges, joint insurance funds, and libraries. In addition to the governmental units which we serve, the clients of Nisivoccia LLP represent all facets of the economy. A listing of governmental accounting and auditing clients has been attached to this proposal.

We encourage continuous communication with our client's financial administration throughout the year in order to be kept apprised of any potential problem situations and to hopefully attempt to minimize or correct them on a timely basis. We believe this open communication enhances our ability to perform a quality audit and minimize year-end audit findings. Our firm is committed to providing our clients with personal services.

Board Presentations

Annual meetings fulfill oversight responsibility as well as keep the finance committee and board members abreast of the organization's financial standing. Nisivoccia will meet with your board to review financial reports, compliance requirements, and internal controls and provide suggestions to improve the organization's overall performance.

Other Services

We provide a complete set of services that span all business applications and client industries.

Services	Industries
• Accounting • Audit • Fraud and Forensics • Business Advisory Services • Tax, Trust and Estate Planning	• Construction Contractors • Employee Benefit Plans • Private, Family-owned Businesses • Governmental Entities • Healthcare, Dental Providers & Facilities • Manufacturing and Distribution • Not-for-Profit Organizations • Real Estate Developers and Managers



Why Select Nisivoccia

- **Experience**
 - Serving 90+ governmental entities, 50+ years of experience serving governmental clients.
 - The average years of experience for partners is 22 while the professional staff has an average of 8 years of experience.
 - We attribute a large portion of our growth to referrals from our existing clientele.
- **Specialization**
 - 8 partners and approximately 25 professional staff specializing in all types of governmental audits.
 - 8 partners are members of the GFOA (NJ and National) and NJ League of Municipalities, further deepening their experience and knowledge.
- **Accessibility**
 - Clients can expect a dedicated team of professionals on all engagements and projects.
 - All professionals are available to you throughout the year as issues and questions arise at no extra charge.
 - We will attend meetings as needed with management, governing body and/or the finance committee.
- **Continuity**
 - Nisivoccia has experienced minimal personnel turn-over in the last 5 years. Clients can expect their engagement team to be their trusted advisor through the years.
 - We continually exceed our clients' expectations and achieve very high client satisfaction ratings, which is witnessed by our low turnover and high client retention rates. Many clients have been with the firm for 25 years or more.
- **Compassion**
 - We are committed to the communities we live in and serve. Collectively as a firm, and individually, we participate in philanthropic activities for charitable organizations within our communities.
 - Nisivoccia proudly attends and supports our client's events.
 - Clients are invited to attend our yearly not-for-profit seminar and receive a quarterly not-for-profit and tax industry newsletter.
- **Service**
 - Clients receive distinctive and superior, hands-on value-added service on all engagements.
 - We adhere to the highest level of quality control procedures on all engagements.
 - The firm engages in an independent, peer review assessment every three years.
 - Additional services offered to our clients include budgeting, board training and grant consulting, information technology and forensic accounting.



Appendix

Statement of Independence

Nisivoccia is independent with respect to the Township of Robbinsville as defined by Rule 101 of the American Institute of Certified Public Accountants Standards.

License to Practice in New Jersey

All key professionals and staff assigned to your engagement are appropriately licensed to practice in the jurisdiction. All professionals are required to obtain 40 hours of continuing professional education on an annual basis and complete the mandatory professional ethics session required by the State Board of Accountancy.

Conflict of Interest

To the best of our knowledge, Nisivoccia does not have any conflicts of interests with the Township of Robbinsville. If one were to occur, a full disclosure would be made and if necessary, another accounting firm would be referred to complete the work.

Peer Review

We have included a copy of our most recent peer review report. This report indicates that we received a rating of pass on our internal quality control procedures, which is the highest level a firm can receive.

Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- New Jersey Society of Certified Public Accountants (NJSCPA)
- American Institute of CPAs (AICPA) Private Companies Practice Section Division
- BKR International

BKR International is a leading global association of independent accounting and business advisory firms representing the expertise of more than 160 member firms with over 500 offices in over 80 countries around the world. Firms selected for membership in BKR International are known in their respective market areas for quality and leadership in the profession.



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Robbinsville Township
PROFESSIONAL SERVICE ENTITY INFORMATION FORM

Name of Partners: Valerie A. Dolan & Man C. Lee

Firm Name: Nisivoccia LLP

Address: 200 Valley Road Suite 300, Mount Arlington, NJ 07856

Telephone Number: 973-298-8500

Fax Number: 973-298-8501

Email: vdolan@nisivoccia.com

Robbinsville Township SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degrees and certifications:

The audit team that will be assigned to the audit of the Township will be headed by partners of the firm, who will have the overall responsibility for the audit engagement. All of Nisivoccia LLP's professional staff are college graduates, many of whom are Certified Public Accountants, Registered Municipal Accountants, Public School Accountants, and hold various other professional licenses and degrees. All employees are non-union. Eight of our partners and approximately 25 of our staff are completely dedicated to conducting municipal audits.

Our proposed audit team will consist of an engagement partner, a consulting partner, a quality control partner, an audit manager/supervisor and various staff accountants. None of the auditing procedures will be subcontracted.

In-Charge Partner	Valerie Dolan, CPA, RMA PSA CMFO BS University of Scranton 29 years in Government Accounting and Auditing
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The team assigned to Robbinsville will comprise of the following

- In-Charge Partner
- Concurring Partner and Quality Control Partner
- Manager/Supervisor
- 2 -3 Staff Accountants

2. References and record of success of same or similar service:

Jim Burnet
Assistant Administrator/Chief Financial Officer
Borough of Madison
(973) 593-8496
burnetj@rosenet.org

Ralph Blakeslee
Borough Administrator
Borough of Netcong
(973) 347-0252
RBlakeslee@netcong.org

Jason Karr
Mayor
Borough of Morris Plains
(973) 538-2224
jkarr@morrisplainsboro.org

Robbinsville Township SUBMISSION FORM

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity, and location of key staff):

We understand that the Township is looking for an auditor with exceptional knowledge and experience who can provide timely and effective service throughout the year. Those qualities happen to be our strongest points and what sets us apart from other accounting firms who provide audit services to schools. Our eight government partners work with over 80 municipalities, 86 school districts, charter schools and colleges, and a number of authorities, libraries and other governmental entities of widespread size and complexity and have over 250 years of combined experience devoted solely to governmental entities.

We believe that the key to an efficient audit is having clearly defined objectives and carefully planning the conduct of the examination which can only be done with a full understanding of the operating and financial policies and procedures of the organization and its management. To accomplish these goals, we generally follow the policy of making a formal planning survey and preparing a formal audit plan. This audit plan is prepared and approved by the partner who has responsibility for coordinating and carrying out the examination. One important objective of our audit plan is to maximize the efficiency of our efforts through the use of the Township's professionals wherever possible in preparing schedules and accumulating data in connection with the audit.

We make it a policy to file audit reports within the statutory due dates. This is the norm for our firm; we are committed to performing our work on a timely basis. We believe that Nisivoccia LLP is the only major firm to have such a performance record.

We have three offices in New Jersey – Mount Arlington, Bridgewater, and Newton. We, as a firm, have had long-term exposure to a wide range of governmental and other nonprofit clients. More than 50% of our staff specializes in, and is entirely dedicated to, our governmental clients. Our current client list includes municipalities, authorities, county governments, school districts, county colleges, joint insurance funds, and libraries. In addition to the governmental units which we serve, the clients of Nisivoccia LLP represent all facets of the economy. A listing of governmental accounting and auditing clients has been attached to this proposal.

**Robbinsville Township
SUBMISSION FORM**

4. Cost details, include the hourly rates (rate schedule) of each of the individuals who will perform services and all expenses for the period of 12 months:

Services	Fee
Conduct an audit of the financial records of the Township as required by all applicable federal, state and local statutes. Preparation of Audit Report accordance with the Division of Local Government Services.	\$50,000
Conduct the Single Audit (if required)	\$3,500
Consulting and Other Services	\$2,000
Total Proposed Fee	\$55,500

Position	Hourly Rate
Partner	\$200 - \$225
Manager/Supervisor	\$150 - \$175
Staff	\$115 - \$145

Firm: Nisivoccia LLP Date: November 6, 2023

Authorized Representative (Print): Valerie A. Dolan Title: Partner

Signature 

Telephone #: 973-298-8500 Fax #: 973-298-8501

Email: vdolan@nisivoccia.com

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 ET SEQ., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES 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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 provision 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, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 American with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2. or a binding determination of the applicable county employment goals determined by the Division pursuant to 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, labor unions, that it does not discriminate on the basis of age, 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.

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MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 ET SEQ., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS (Cont'd)

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal 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 applicable 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 out regard to age, 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 applicable Federal court decisions.

The contactor 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

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from 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 Contract Compliance & EEO for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code as N.J.A.C.17:27.**

ACKNOWLEDGEMENT

We are aware of our obligation to the State of New Jersey pursuant to N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27.

NISIVOCCIA LLP

Company

200 VALLEY ROAD, SUITE 300

Address

MOUNT ARLINGTON, NJ 07856

Address



Signature

VALERIE A. DOLAN, PARTNER

Name and Title

November 6, 2023

Date

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

ACKNOWLEDGEMENT

We are aware of our obligation to the State of New Jersey pursuant to N.J.S.A. 10:2-1 et. seq.

NISIVOCCIA LLP

Company

200 VALLEY ROAD, SUITE 300

Address

MOUNT ARLINGTON, NJ 07856

Address



Signature

VALERIE A. DOLAN, PARTNER

Name and Title

November 6, 2023

Date

Certification 5693

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-SEP-2021** to **15-SEP-2024**

**NISIVOCCIA, LLP
200 VALLEY ROAD, SUITE 300
MT. ARLINGTON NJ 07856**



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME:

NISIVOCCIA LLP

ADDRESS:

**200 VALLEY RD SUITE 300
MT ARLINGTON NJ 07856-1320**

EFFECTIVE DATE:

08/19/04

TRADE NAME:

SEQUENCE NUMBER:

1081241

ISSUANCE DATE:

12/09/19



Director
New Jersey Division of Revenue

FORM BRC

~~This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.~~

10/17/04 10/17/04

TOWNSHIP OF ROBBINSVILLE
Disclosure of Investment Activities in Iran

Bidder Name: Nisivoccia LLP

Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2021, c. 4, 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 www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification may 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.

CHECK THE APPROPRIATE BOX:

☒

I certify, pursuant to Public Law 2021, c. 4, 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 Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2021, c. 4 ("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 sign and complete the Certification below.
Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

Part 2: Additional Information

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 on additional sheets provided by you.

Part 3: Certification

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the TOWNSHIP OF ROBBINSVILLE is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the TOWNSHIP OF ROBBINSVILLE to notify the TOWNSHIP OF ROBBINSVILLE in writing of any changes to the answers of information contained herein. I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the TOWNSHIP OF ROBBINSVILLE and that the TOWNSHIP OF ROBBINSVILLE at its option may declare any contract(s) resulting from this certification void and unenforceable.

PRINT NAME VALERIE A. DOLAN TITLE PARTNER

SIGNATURE Valerie A Dolan

AMERICANS WITH DISABILITIES ACT OF 1990

Equal Opportunity for Individuals with Disability MANDATORY LANGUAGE

Equal Opportunity for Individual with Disabilities.

The contractor and the Township of Robbinsville, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. §121 01 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 owner 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 owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, 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 owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner 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 owner 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 owner or any of its agents, servants, and employees, the *owner 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 owner 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 owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for 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 owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

AMERICANS WITH DISABILITIES ACT OF 1990

ACKNOWLEDGEMENT FORM

This form is an agreement of the successful Vendor's obligations to comply with the requirements of 42 U.S.C. §121.01 et seq., referred to as the Americans Disability Act of 1990.

The undersigned Vendor hereby acknowledges receipt of the Americans With Disabilities Act of 1990.

The undersigned Vendor hereby certifies that he/she is aware of the commitment to comply with the requirements of 42 U.S.C. §121.01 et seq. and agrees to furnish any required forms as evidence of compliance.

The undersigned Vendor further certifies that he/she understands that his/her proposal shall be rejected as non-responsive, and any contract entered into shall be void and of no effect if said Vendor fails to comply with the requirements of 42 U.S.C. §121.01 et seq.

Business Name (Print): NISIVOCCIA LLP

Representative's Name: VALERIE A. DOLAN

Representative's Title PARTNER

Representative's Signature Valerie A Dolan

Phone: PARTNER Date: NOVEMBER 6, 2023

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.**

Part I - Vendor Information

Vendor Name:	Nisivoccia LLP		
Address:	200 Valley Road, Suite 300, Mount Arlington Corporate Center		
Township:	Mt. Arlington	State: NJ	Zip: 07856

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.



Signature

Valerie A. Dolan

Printed Name

Partner

Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$200 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$
No reportable contributions were made.			

☐ Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Mercer

State: Governor, and Legislative Leadership Committees

Legislative District #: 14, 15, & 16

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

East Windsor Township

Hopewell Township

Trenton City

Ewing Township

Lawrence Township

West Windsor Township

Hamilton Township

Pennington Borough

Hightstown Borough

Princeton

Hopewell Borough

Robbinsville Township

Boards of Education (Members of the Board):

East Windsor Regional

Hopewell Valley Regional

Washington Township

Ewing Township

Lawrence Township

West Windsor-Plainsboro Regional

Hamilton Township

Princeton Regional

Fire Districts (Board of Fire Commissioners):

Chesterfield-Hamilton Fire District No. 1

Hamilton Township Fire District No. 2

Hamilton Township Fire District No. 3

Hamilton Township Fire District No. 4

Hamilton Township Fire District No. 5

Hamilton Township Fire District No. 6

Hamilton Township Fire District No. 7

Hamilton Township Fire District No. 8

Hamilton Township Fire District No. 9

Hopewell Borough Fire District No. 1

Hopewell Township Fire District No. 1

Hopewell Township Fire District No. 2

Hopewell Township Fire District No. 3

Pennington Borough Fire District No. 1

Washington Township Fire District No. 1

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: NISIVOCCIA LLP
Organization Address: 200 VALLEY ROAD SUITE 300 MT. ARLINGTON NJ 07856

Part I: Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
☐ Partnership ☐ Limited Partnership ☒ Limited Liability Partnership (LLP)
☐ Other (be specific): _____

Part II:

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

Stockholders:

Name: Francis J. Jones Jr. Home Address: 229 Flocktown Rd. Long Valley, NJ 07853	Name: Douglas S. Collins Home Address: 1 Kill Road, Columbia, NJ 07832
Name: Kathryn L. Mantell Home Address: 63 Combs Hollow Rd. Mendham, NJ 07945	Name: Thomas R. Dartnell Home Address: 410 Mountain Lake Road, Great Meadows, NJ 07838
Name: Dominick Sarinelli Home Address: 191 Mt. Arlington Blvd, Landing NJ 07850	Name: Anthony Rispoli Home Address: 3 Exeter Lane, Hamburg, NJ 07491
Name: Valerie A. Dolan Home Address: 3 Bristol Terrace, Long Valley NJ 07853	Name: Heidi A. Wohlleb Home Address: 621 Helms Road, Hackettstown, NJ 07840
Name: John J. Mooney Home Address: 43 Auble Road, Blairstown, NJ 07825	Name: Deirdre Hartmann Home Address: 12 Phyllis Drive, Succasunna, NJ 07876

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

Part III: DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV: 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/proposer; that the ***Robbinsville Township*** 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 ***Robbinsville Township*** to notify the ***Township*** 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, permitting the ***Township*** to declare any contract(s) resulting from this certification void and unenforceable.

VALERIE A. DOLAN
FULL NAME (PRINT)

SIGNATURE

PARTNER
TITLE

NOVEMBER 6, 2023
DATE



Lisa M. Altschaffl, CPA
 Jeffrey P. Anzovino, CPA, MSA
 Cole F. Beehner, CPA
 Charles A. Deluzio, CPA

Joseph E. Petrillo, CPA
 Stacey A. Sanders, CPA, CSEP
 Daniel W. Wilkins, CPA

Report on the Firm's System of Quality Control

To the Partners of Nisivoccia LLP
 and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Nisivoccia LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under Single Audit Act, audits of employee benefit plans, audit of a broker-dealer, and examination of a service organization [Service Organization Control (SOC) 1].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Nisivoccia LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended June 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Nisivoccia LLP has received a peer review rating of pass.

A handwritten signature in black ink that reads 'Deluzio & Company LLP'. The signature is written in a cursive, flowing style.

Deluzio & Company LLP
 June 17, 2021

GOVERNMENTAL CLIENTS

Municipal Clients

Bergen County:

Village of Ridgewood
Borough of Teterboro
Borough of Saddle River
Borough of Upper Saddle River

Essex County:

Borough of Caldwell
Township of Cedar Grove
Township of Millburn
Township of Nutley

Hunterdon County:

Borough of Bloomsbury
Township of Franklin
Township of West Amwell

Mercer County:

Township of East Windsor

Monmouth County:

Township of Colts Neck
Township of Marlboro
Borough of Monmouth Beach

Morris County:

Borough of Butler
Borough of Chatham
Township of Chatham
Borough of Chester
Township of Chester
Township of Denville
Town of Dover
Borough of Florham Park
Township of Hanover
Township of Long Hill
Borough of Kinnelon
Borough of Madison
Borough of Mendham
Township of Mendham
Township of Morris
Borough of Morris Plains
Borough of Mount Arlington
Borough of Mountain Lakes
Borough of Netcong
Township of Parsippany-Troy Hills
Township of Pequannock
Township of Randolph
Borough of Riverdale
Borough of Rockaway

Township of Rockaway
Township of Roxbury
Borough of Victory Gardens
Township of Washington
Borough of Wharton

Passaic County:

Borough of Ringwood

Somerset County:

Township of Bedminster
Township of Bernards
Borough of Far Hills
Borough of Rocky Hill

Sussex County:

Township of Andover
Borough of Branchville
Township of Byram
Township of Frankford
Borough of Franklin
Township of Fredon
Borough of Hamburg
Borough of Hopatcong
Township of Lafayette
Township of Montague
Town of Newton
Township of Sandyston
Borough of Stanhope
Township of Stillwater
Township of Vernon

Warren County:

Township of Allamuchy
Town of Belvidere
Township of Blairstown
Township of Franklin
Township of Greenwich
Town of Hackettstown
Township of Hardwick
Township of Harmony
Township of Independence
Township of Knowlton
Township of Liberty
Township of Lopatcong
Town of Phillipsburg
Township of Pohatcong
Township of Washington
Township of White

County Clients

County of Morris
County of Sussex

County of Warren

GOVERNMENTAL CLIENTS

Board of Education Clients

Bergen County:

Borough of Demarest
Borough of Dumont
Borough of Fair Lawn
Borough of Franklin Lakes
Borough of Haworth
Borough of Hillsdale
Township of Mahwah
Pascack Valley Regional
Township of Rochelle Park
Borough of South Hackensack

Essex County:

Township of Bloomfield
Caldwell-West Caldwell
Township of Fairfield
Borough of Glen Ridge
Maria L. Varisco-Rogers Charter School
Township of Millburn
Township of Montclair
Borough of Roseland
Township of Verona
West Essex Regional

Hunterdon County:

Township of Clinton
Flemington Raritan Regional
Borough of High Bridge
North Hunterdon Voorhees Regional

Mercer County:

Princeton Charter School
Princeton Public Schools

Morris County:

Township of Boonton
Chester Consolidated Schools
Township of Denville
Town of Dover
Township of Hanover
Hanover Park Regional
Township of Harding
Township of Jefferson
Borough of Kinnelon
Borough of Lincoln Park
Township of Long Hill
Borough of Madison
Borough of Mendham
Township of Mendham
Morris County Vocational School
Morris Hills Regional
Borough of Morris Plains
Borough of Mount Arlington
Borough of Netcong

Township of Pequannock

Township of Randolph

Township of Rockaway

Township of Roxbury

Township of Washington

West Morris Regional

Borough of Wharton

Passaic County:

Borough of Bloomingdale

Lakeland Regional

Township of Wayne

Somerset County:

Township of Bedminster

Borough of Bound Brook

Township of Branchburg

Township of Hillsborough

Township of North Plainfield

Borough of Somerville

Borough of Watchung

Sussex County:

Byram Township

Borough of Franklin

Township of Green

Borough of Hamburg

Township of Hardyston

High Point Regional

Borough of Hopatcong

Township of Lafayette

Lenape Valley Regional

Township of Montague

Town of Newton

Borough of Ogdensburg

Sandyston-Walpack Consolidated District

Township of Sparta

Borough of Stanhope

Sussex County Charter School

Sussex County Technical School

Sussex-Wantage Regional School District

Township of Vernon

Wallkill Valley Regional

Union County:

Borough of Mountainside

Scotch Plains – Fanwood

City of Summit

Warren County:

Township of Allamuchy

Town of Hackettstown

Warren County Vocational Technical School

Warren Hills Regional High School

GOVERNMENTAL CLIENTS

County College Clients

Morris County Community College

Warren County Community College

Library Clients

Township of Bedminster / Far Hills
Borough of Butler
Township of Cedar Grove
Township of Fairfield
Borough of Florham Park
Town of Hackettstown
Borough of Kinnelon
Borough of Madison
Borough of Mendham
Township of Millburn
Morris Township Joint Library

Borough of Mount Arlington
Township of Mount Olive
Township of Nutley
Town of Phillipsburg
Township of Randolph
Borough of Raritan Public Library
Village of Ridgewood Library
Township of Roxbury
Township of Washington (Morris)
Borough of Washington (Warren)

Joint Insurance Fund Clients

Morris Essex Insurance Group
Morris County Insurance Fund
Morris County Municipal Joint
Insurance Fund
Municipal Excess Liability
Joint Insurance Fund
New Jersey Municipal Environmental
Risk Management Fund

New Jersey Sustainable Energy Joint Meeting
New Jersey Utilities Authorities Joint
Insurance Fund
North Jersey Municipal Employee
Benefits Fund
Pooled Insurance Program of New Jersey

Authority Clients

Townships of Bernards Sewerage Authority
Morris County Municipal Utilities Authority
Passaic Valley Sewage Commission
Southeast Morris County Municipal
Utilities Authority

Warren County (Pequest River) MUA
Warren County Pollution Control
Financing Authority
Washington Township Municipal
Utilities Authority

Other Government Related Clients

Chester Volunteer Fire Company #1
Hanover Township Fire Department #2
Hanover Township Fire Department #3
Madison / Chatham Joint Meeting
Montville Twp. Fire District #3
Morris County Office of Temporary
Assistance
Morris County Park Commission
Mount Hope Fire Company #1

Parsippany-Troy Hills Fire Department #1
Parsippany-Troy Hills Fire Department #2
Parsippany-Troy Hills Fire Department #3
Parsippany-Troy Hills Fire Department #4
Parsippany-Troy Hills Fire Department #5
Parsippany-Troy Hills Fire Department #6
Sussex County Division of Social Services
Warren County Office of Social Services