**Request for Qualifications From Accounting Firms Interested in Serving as Fire District Accountant to the Lindenwold Fire District** - 2025

**Introduction**

The Lindenwold Fire District in accordance with N.J.S.A. 40A: 11-5.1a(i) desires to appoint an individual or firm in accordance with N.J.S.A. 40A: 5A-15 for the purpose of conducting an annual audit of the books and records of the District for the year ending December 31, 2024. The individual or firm must have a minimum of ten (10) years’ experience in governmental auditing in the State of New Jersey.

**Submissions Must Include**

1. A resume and letter application for the position of Fire District Accountant, including all documentation that provides the following information for evaluation by the Board of Commissioners:
	1. Experience, qualifications, knowledge and reputation of at least five years in the specific field of Fire District Accountant, to include, but not be limited to:
		1. New Jersey Fire District Law
		2. Applicable New Jersey Fire District election law
		3. New Jersey General and Fire District Budget, Finance, Purchasing and Acquisition practices and applicable law
		4. Applicable New Jersey Governmental law and regulations
		5. Experience with at least three similarly sized Fire Districts
	2. Availability to accommodate all required meetings of the Board of Commissioners, including, but not limited to, all budget preparation meetings
	3. Designated professional and support staff as necessary and location of firm’s offices in reasonable commuting distance of the Board’s offices.
	4. References in general and regarding the applicable professional experience of the applicant professional
	5. Billing rates to be submitted on an hourly basis

**Selection Criteria**

Selection of professionals shall be based solely upon evaluation by the Board of Commissioners of the materials submitted by the applicant. The Board of Commissioners reserves the right to set the terms and conditions most advantageous to the situation of the Board of Fire Commissioners.

**Submission Requirements**

RFQ must be postmarked or hand-delivered no later than March 3, 2025 to:

Tiffany Beach, District Clerk

Lindenwold Fire District No. 1

801 Scott Avenue

Lindenwold, NJ 08021

Phone (856) 346-0935