



## TOWNSHIP OF NORTH BRUNSWICK

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### **EVALUATION REPORT 2026 MUNICIPAL AUDITOR - REQUEST FOR PROPOSAL DECEMBER 17, 2025**

As part of its annual award of professional service agreements in accordance with "Fair and Open" procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for a Municipal Auditor for fiscal year 2025 (in calendar year 2026).

The Township Council authorized the solicitation of proposals for said service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with "weighted" criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Cavel Gallimore, Chief Financial Officer  
Marrissa Heyman, Supervising Account Clerk  
Stephanie Benanti, Principal Payroll Clerk

Each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed and discussed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the

numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Understanding and Prior Experience with the township – 30 points
2. Experience and Qualifications of Individuals – 20 points
3. Overall company history – 30 points
4. Agreement to the Pricing Model – 20 points

There was one (1) proposal received by the submission deadline:

PKF O'Connor Davies, LLP  
20 Commerce Drive  
Cranford, NJ 07016

The committee members all individually reviewed the proposal. The committee members then individually filled out Committee Evaluation forms, assigning numerical scores for each criterion. PFK O'Connor Davies, LLP received 300 out of 300 points. The committee therefore recommends appointment of PKF O'Connor Davies, LLP to serve as Municipal Auditor (PRO26010).

**RECEIPT OF BIDS**

November 14, 2025

Results from the receipt of proposals on Friday November 14, 2025, at 11:00 a.m., by way of virtual

<https://us02web.zoom.us/j/86501272608?pwd=jz37ATCSiQFWlYsKQwMJ7EMne3bKUn.1>

Meeting ID: 865 0127 2608

Passcode: 599076

Phone Number: 309-205-3326

Present: Samantha Sickles, Purchasing Agent  
Emma Von Thun, Purchasing Agent  
Lisa Russo, Municipal Clerk  
Nellie Sowell, Clerk 3

Resolution #317-10.25 adopted on October 6, 2025 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law.

Ms. Sowell asked for any additional bids.

11:00 a.m. Receipt of bids is closed.

**Professional and Consulting  
Services for Calendar Year 2026**

**TOTAL**

**PRO26010 – Auditor**

PFK O'Connor Davies, LLP  
20 Commerce Drive, #301  
Cranford, NJ 07016

Set Fees

A report will be presented to the Township Council for possible awards at the Re-Organization Township Council Meeting being held on January 5, 2026.

Nellie Sowell  
Clerk 3