

Borough of Dunellen



Inquiry for Services Efficiency Report for the Finance Department

We are reaching out to solicit proposals from qualified firms to conduct an efficiency assessment of the Finance Department in the Borough of Dunellen. Our goal is to improve our operational effectiveness and ensure our financial systems and processes are as efficient as possible.

Scope of Work:

1. **Efficiency Report:** Provide a detailed analysis of the current operations of the Finance Department, focusing on staffing, responsibilities, system efficiencies, and the department's organizational chart.
2. **Recommendations:** Offer actionable recommendations for improvement, including any changes to staffing structures (e.g., titles and roles) that could enhance our operations.
3. **Training and Mentoring:** Work closely with our Assistant CFO (or similarly titled position as per your recommendation) and our part-time CFO. This includes hands-on training to ensure a smooth transfer of knowledge and effective management of financial operations.
4. **Collaboration:** Engage in regular communication with both the Assistant CFO and the CFO to guarantee thorough completion and review of assignments, work, projects, ordinances, debt servicing, and debt issuance.

Proposal Requirements:

- A clear timeline for project initiation, execution, and delivery of the final report.
- An overview of overall costs associated with the project.
- Brief information about your firm's qualifications and relevant experience.

We are looking for a collaborative partner who can mentor our team while providing valuable insights for the betterment of our Finance Department. Proposals should be submitted by May 27th to ensure timely review and selection. We anticipate selecting a company at our June 2nd Borough Council meeting and would like work to commence as expeditiously as possible thereafter.

Thank you for considering this opportunity. We look forward to reviewing your proposal.