

NOTICE OF THE TOWNSHIP OF BORDENTOWN
SOLICITATION OF QUALIFICATIONS FOR THE
PROFESSIONAL SERVICES OF A
MUNICIPAL PROSECUTOR
UNDER A FAIR AND OPEN PROCESS

The Township of Bordentown is seeking proposals for the professional services of a Municipal Prosecutor for the period from June 19, 2019 to December 31, 2019 or until a successor is duly appointed.

The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide the professional services of a Municipal Prosecutor for the Township of Bordentown. A qualified firm and/or individual will be selected through a competitive, quality-based, fair and open process at the sole discretion of the Township.

Applicants must submit six (6) copies of a proposal to Maria Carrington, Acting Township Clerk, One Municipal Drive, Bordentown Township, New Jersey, 08505, **by 4:00 PM on Wednesday, June 5, 2019**. The Clerk will open all proposals submitted at 4:00 PM in the Township Clerk's office at the same address. The front exterior of the proposal's transmitting container or packaging must be sealed and clearly marked with the words "PROPOSAL FOR MUNICIPAL PROSECUTOR."

The Township Committee will evaluate each submission and selection will be made upon the following criteria along with other factors determined to be in the best interest of the Township.

Criteria 1: QUALIFICATIONS

The applicant must specify the qualifications that the applicant asserts would address the services required. The qualifications would include, but not necessarily be limited to, education, advanced academic credentials, certifications, licenses, awards, formal recognitions and affiliations.

Criteria 2: GENERAL EXPERIENCE

The applicant must provide evidence of general experience in performing the required services.

Criteria 3: SPECIFIC EXPERIENCE

The applicant must, to any specific extent possible, provide the applicant's direct experience in performing the required services for the Township of Bordentown. Specifically, the applicant must be available for municipal court which convenes each Wednesday at 9 AM.

Criteria 4: QUANTIFIED ACHIEVEMENT

The applicant must provide a brief synopsis of the most significant achievement attained by the applicant within the scope and nature of the services required. The result of the achievement must be quantifiably demonstrated and the applicant must explain the significance of the achievement.

Criteria 5: COMPENSATION

The applicant must propose compensation for the services required in the form of a cost per court session.

Criteria 6: REFERENCES

The applicant must provide three (3) professional or business-related sources of reference and two (2) personal references. Please include contact information for these references.

ADDITIONAL REQUIRED DOCUMENTS

The following list of documents must be submitted with your proposal. Failure to submit items 1 through 4 listed below will automatically dismiss your proposal from consideration.

1. Copy of Business Registration Certificate
2. Certificate of Insurance
3. Copy of Certificate of Employee Information Report. If you do not have this certificate, contact the NJ Department of Treasury to apply by utilizing Form AA-302 and submitting the appropriate fee of \$150. A copy of both the completed Form AA-302 and the check will suffice in lieu of a Certificate.
4. Signed Disclosure of Investment Activities with Iran as required by P.L. 2012, c. 25.

The individual and/or company awarded a contract will be required to sign Mandatory Affirmative Action Language, supply a W-9 and be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 ET SEQ.