

Request for Proposal for Professional Services

Purpose:

The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects and contracts. The requirements listed below are the minimum levels expected from the professional indicated.

Scope of Services: TOWNSHIP PUBLIC DEFENDER

Any persons or firms interested in providing professional services to the Township of Delran as defined in the New Jersey Statutes, N.J.S.A. 40A:11-2(6).

1) Appointment of Township Public Defender. The Township Public Defender shall be appointed by the Township Council by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of appointment and until his successor has been appointed and qualified. The Township Public Defender shall be a New Jersey licensed attorney with familiarity with applicable state motor vehicle and criminal laws; municipal court rules and procedures; and prior experience with municipal ordinance and municipal code violations. In addition, admission to the bar of New Jersey for a minimum of six (6) years, and a minimum of four (4) years municipal court defense experience is required. In lieu of appointing an individual attorney, Council may appoint a firm of attorneys, all members of which shall be attorneys-at-law of New Jersey. The Township Public Defender shall be appointed in a manner consistent with the Local Public Contracts Law and shall execute a written contract with the Township and the Township Public Defender shall receive such compensation as shall be agreed upon by the Township.

2) Duties. The Township Public Defender shall perform all duties ordinarily associated with such office and specifically all services rendered on the following matters:

1. Representation of indigents in Delran Township Municipal Court as determined by the Municipal Court Judge.
2. Such other services as may be necessary, proper or beneficial to the Township in connection with any of the foregoing.

Upon the termination of his service with the Township, forthwith surrender to his successor all Township property, papers and records, together with written consent to substitution of his successor in any pending actions or proceedings.

3) Residence. The Township Public Defender need not be a resident of Delran Township.

**Applicants'/Proposers' Responsibility in Responding to
Township's Request For Qualifications**

The applicant/proposer shall in response to the Township's RFQ, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties" of the position defined in the Township's RFQ. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the RFQ.
3. Dates of licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
7. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities.
8. Insurance. The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township.
9. Financial Disclosure. The applicant/proposer as a "professional", if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law N.J.S.A. 40A:9-22(1) et. seq.
10. Law Against Discrimination and Affirmative Action. The applicant/proposer as a "professional" shall file a statement as to compliance with N.J.S.A. 10:5-1 et. seq.
11. Non-Collusion Affidavit.

B. The applicant/proposer shall submit three (3) copies of his/her proposal for review and consideration by the Township.

Basis for Award of Contract/Agreement for Professional Services

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
4. Cost Competitiveness.
5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal.
6. All awards or waivers will be by resolution acted on by the Township Council at a public meeting.