

Interim Administrator & Recruitment Services

The Township of Delran desires to appoint a firm who will both a) provide an Interim Township Administrator and b) Recruitment Services for a Township Administrator. The Respondent must provide a letter, resume, and meet the following mandatory minimum requirements:

MANDATORY MINIMUM REQUIREMENTS

A) Interim Administrator

- a. Must have experience and capabilities to provide general municipal management and financial management, especially in New Jersey.
- b. Must provide designated professional and support staff.
- c. Must have the ability to provide services immediately upon contract execution.
- d. Must provide cost estimate and hourly rates for this service(s).
- e. Respondent must currently provide or have provided Interim Administrator service in the past 12 months, for a New Jersey municipality.
- f. Must provide references in general and in particular from municipal entities where the professional has provided Interim Administrator service(s) within the past 24 months.
- g. Must provide a copy of Business Registration Certificate and Certificate of Employee Information Report issued by the State of New Jersey.

B) Recruitment Services for Township Administrator

- a. Must have the expertise to provide Recruitment Service(s).
- b. Must have the ability to provide services immediately upon contract execution.
- c. Must provide cost estimate and hourly rates for this service(s).
- d. Respondent must currently provide or have provided Recruitment Service(s) in the past 12 months, for a New Jersey municipality.
- e. Must provide references in general and in particular from municipal entities where the professional has provided Recruitment Service(s) within the past 24 months.
- f. Must provide a copy of Business Registration Certificate and Certificate of Employee Information Report issued by the State of New Jersey.

Selection of professionals shall be solely on the Township Council’s evaluation of the submitted material in the criteria set forth in this document.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets if necessary.)

PROPOSAL

The undersigned individual, firm, or corporation, hereby proposes to serve as Township Interim Administrator and Recruitment Services based upon the following compensation:

[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicated hourly rates, per diem rates, monthly or other retainers, or such other manner of compensation you deem appropriate to the services to be provided.

Responses shall be submitted in the following manner: one (1) printed copy and one (1) pdf/digital version. No email responses will be accepted. All responses are to be clearly labeled which shall include the following information: Delran Township, Name and Address of Respondent, Contract Respondent is applying for, and Date of Response. Responses must be received by the Township no later than 10:00 A.M. on January 11, 2022.