

## **REQUEST FOR QUALIFICATIONS**

### **JOINT MUNICIPAL COURT JUDGE**

The Township of West Deptford is soliciting a request for qualifications for a Joint Municipal Court Judge for a contract period beginning on January 1, 2019 and ending December 31, 2021. Sealed submissions will be received by the West Deptford Township Purchasing Agent or designated representative for the Township of West Deptford, County of Gloucester, State of New Jersey on Dec 14, 2018 at 10:00 am prevailing time, at the West Deptford Township's Purchasing Department, 400 Crown Point Road, West Deptford, New Jersey 08086. All proposals must be delivered to the Township of West Deptford Purchasing Agent's Office, West Deptford Township, 400 Crown Point Road, West Deptford, New Jersey 08086.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Township Committee reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Township Committee shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Township Committee of the Township of West Deptford, Gloucester County, New Jersey.

### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for period of not less than ten (10) years preceding appointment.
2. Must provide a description of availability for joint municipal court sessions as scheduled in the Township of West Deptford.
3. Must maintain a bona fide principal office in the State of New Jersey.
4. Must have demonstrated experience as a Municipal Court Judge in the municipal courts of the State of New Jersey.
5. Must list other past and present municipal courts served as Judge.
6. The salary for this position shall be as fixed by the Mayor and Township Committee in accordance with the Township of West Deptford's Salary Ordinance.
7. The applicant/proposer shall submit **eight (8) hard copies and one (1) electronic copy** of his/her

proposal to the attention of the Township of West Deptford Purchasing Agent for review and consideration by the Mayor and Township Committee.

## **FAIR AND OPEN PROPOSAL AWARD CRITERIA/QUALIFICATION EVALUATION**

The Township will utilize a fair and open process to evaluate the RFQs for the Joint Municipal Court Judge. The decision of the Township as to what constitutes a fair and open process shall be final. The Township will evaluate the RFQs based on the following criteria:

1. History, experience and reputation in performing professional work in the applicable field;
2. Qualification and experience;
3. Knowledge of the Township of West Deptford and National Park;
4. Availability to accommodate required court dates;
5. Other factors is demonstrated to be in the best interest of the Township of West Deptford.

**“The Township shall require that all public documents held by outside vendors/professionals be copied and provided to the Township, without charge, if requested by the Township. The vendor/professional shall comply with a request for public documents by the Township within five (5) working days of the request.”**