

LEGAL NOTICE

SUPPLEMENTAL REQUEST FOR PROPOSALS FOR PROFESSIONAL CONTRACT POSITIONS IN THE BOROUGH OF DUMONT

NOTICE IS HEREBY GIVEN that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et. seq. the Borough of Dumont is pursuing a "Fair and Open Process" as defined in NJSA 19:44A-20.7 for awarding contracts for the positions set forth more fully below, and hereby solicits supplemental qualifications in the form of resumes and letter applications for the below stated positions of the Borough of Dumont, which shall be submitted to the Borough Clerk at 50 Washington Avenue, Dumont, New Jersey 07628, with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. All qualifications shall be submitted in a sealed envelope to the Borough Clerk to be received no later than 11AM on February 9, 2011. **Professionals who have previously submitted proposals for 2011 contracts need not re-submit proposals for the same positions.** Those wishing to qualify for additional positions should submit separate packages for any additional positions. Notice of the awarding of contracts, if any, for the position will be published as required by statute in a newspaper of general circulation within the borough. Interested parties may receive criteria for the various positions from the Borough Clerk's office or the Borough website-dumontnj.gov prior to submission of qualifications. Proposals for professional services for the following positions are hereby requested:

- Borough Municipal Court Prosecutor
- Borough Public Defender
- Borough Alternate Municipal Court Prosecutor
- Borough Appraiser

Susan Connelly, RMC
Borough Clerk

**BOROUGH OF DUMONT
CRITERIA FOR SUBMISSION OF SUPPLEMENTAL QUALIFICATIONS FOR
PROFESSIONAL CONTRACTS UNDER THE
FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN to all new applicants for positions set forth more fully in a notice of publication authorized pursuant to statute, for submission of supplemental qualifications that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Dumont as the basis of an award for professional services most advantageous to the Borough:

1. Resume and letter application for professional position, including all documentation that provides the following for evaluation by the Borough Council.
 - a. Experience and reputation in the field for the position sought.
 - b. Knowledge of the area of expertise for the position sought (i.e. Borough Prosecutor, Borough Public Defender, Borough Planner, etc.)
 - c. Experience and knowledge of the Borough of Dumont.
 - d. Availability to accommodate any required meetings in the Borough.
 - e. Designated professional and support staff and location of firm's offices.
 - f. References in general and in particular from municipal and other public entities where the professional has provided similar services as sought in the Borough of Dumont.
 - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
 - h. Fee schedule

2. Selection of professionals shall be solely on the Governing Body's evaluation of the submitted material in the criteria set forth in this document.

3. Submit all materials in a sealed envelope addressed to Susan Connelly, RMC, Borough Clerk, Borough of Dumont, 50 Washington Avenue, Dumont, New Jersey 07628 to be received on or before 11AM on February 9, 2011.

BOROUGH OF DUMONT
By: Susan Connelly, RMC
Borough Clerk