LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONTRACT POSITION IN THE BOROUGH OF DUMONT, BERGEN COUNTY, N.J.

NOTICE IS HEREBY GIVEN that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et. seq. the Borough of Dumont shall pursue a fair and open process as defined in N.J.S.A. 19:44A-20.7 for awarding a contract for the position set forth more fully below, and hereby solicit qualifications in the form of resumes and letter applications for the below stated position for the Borough of Dumont, which shall be submitted to the Rent Leveling Board Secretary 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, labeled **"RFQ-RENT LEVELING BOARD"**, to the Rent Leveling Board Secretary to be received no later than 11AM on Friday, December 27, 2013. Interested parties may receive criteria for this position from the office of the Borough Clerk prior to submission of qualifications by calling 201-387-5023. The criteria will also be posted on the Borough Website: www.dumontnj.gov. Qualifications for professional services for the following position are hereby requested:

Borough of Dumont Rent Leveling Board Attorney

Kathy Schaefer
Rent Leveling Board Secretary

BOROUGH OF DUMONT
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL CONTRACT UNDER THE FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication for submission of qualifications that shall take into consideration the following factors, which will be weighed by the members of the Rent Leveling Board of the Borough of Dumont as the basis of an award for professional services most advantageous to the Borough:

I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the members of the Rent Leveling Board:

a. Experience and reputation in the field for the position sought
b. Knowledge of the area of expertise for the position sought
c. Experience and knowledge of the Borough of Dumont
d. Availability to accommodate any required meeting of the Borough
e. Designated professional and support staff and location of firm's offices
f. References in general and in particular from municipal 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. A proposed fee schedule and basis of computation of fees and costs incurred in providing the required service, e.g., time and materials, fee per appearance or service item, etc.

II. Selection of professionals shall be solely on the Rent Leveling Board's evaluation of the submitted material in the criteria set forth in this document.

III. Submit all materials in a sealed envelope addressed to Kathy Schaefer, Rent Leveling Board Secretary, Borough of Dumont, 50 Washington Avenue, Dumont, New Jersey, 07628 to be received no later than 11:00am on Friday, December 27, 2013.

BOROUGH OF DUMONT
By: Kathy Schaefer
Rent Leveling Board Secretary