

PUBLIC NOTICE FOR THE SOLICITATION OF  
PROFESSIONAL SERVICE CONTRACTS FOR THE  
PERIOD OF JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the Municipal Clerk of the Borough of Roselle Park on Monday, December 18, 2015, at 11:30 a.m. in the Municipal Complex located at 110 E. Westfield Avenue, Roselle Park, New Jersey for the following Professional Services:

Municipal Prosecutor  
Municipal Public Defender

Submission information is detailed in this notice. All submission packets must contain an annual rate and be clearly marked for the Professional Service under consideration. Two copies of each package must be included one of which is an electronic copy to: [dcali@rosellepark.net](mailto:dcali@rosellepark.net)

All Professional Service contractors are required to comply with the requirements of 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-1, 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 a non-collusion affidavit.

The Borough Council reserves the right to reject any and 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 Borough. The Borough Council shall award the contract or reject any and all submissions no later than sixty (60) days from receipt of same.

Doreen Cali  
Borough Clerk

SPECIFICATIONS FOR PROFESSIONALS  
BOROUGH OF ROSELLE PARK

CONTRACT APPOINTMENTS SHALL BE FROM  
JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

Municipal Prosecutor

The Municipal Prosecutor shall be an attorney at law of New Jersey and shall provide all necessary and desirable legal counsel and advice requested for the prosecution of cases before the Municipal Court of the Borough, and shall conduct the prosecution of such cases except such crimes and offenses as it may be the duty county or state officer to prosecute.

Requirements

The attorney must have the following:

At least 5 years experience as a lawyer

At least 2 years experience as prosecutor

Satisfy all other requirements as set forth by New Jersey state law and Borough of Roselle Park Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services.

Brief narrative of abilities

3 references

Annual cost for attorney

Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years

Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury

Certification as to the truth of the above two statements

2 copies must be submitted one of which is an electronic copy to: [dcali@rosellepark.net](mailto:dcali@rosellepark.net)

Public Defender

The Public Defender shall be an attorney at law of New Jersey and shall interview all indigent defendants qualifying for assistance as provided under the standards established by the office of the Public Advocate of the State of New Jersey, and shall defend same in the Municipal Court of the Borough and provide such legal advice and counsel to such individuals as may be required in any proceedings before the Municipal Court of the Borough

## Requirements

The attorney must have the following:

At least 5 years experience as a lawyer

At least 2 years experience as public defender

Satisfy all other requirements as set forth by New Jersey state law and Borough of Roselle Park Municipal Ordinance

Clearly label package as to position under submission:

Package to include:

Resume of attorney and staff attorneys that would be providing legal services.

Brief narrative of abilities

3 references

Annual cost for attorney

Statement as to whether any of the principals of the firm or the firm itself has been convicted of a crime within the last 5 years

Statement as to whether any of the principals of the firm or the firm itself has received a target letter from a grand jury

Certification as to the truth of the above two statements

2 copies must be submitted one of which is an electronic copy to: [dcali@rosellepark.net](mailto:dcali@rosellepark.net)

FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR  
PROFESSIONAL SERVICES

Pursuant to N.J.S.A. 19:44A-20.5 et. seq. the standardized submission requirements shall include:

- (i) Names and roles of individual(s) who will be assigned to perform the tasks and a description of their professional experience with Borough of Roselle Park and/or experience with other municipalities and project similar to the matter being advertised.
- (ii) Professional licenses and/or certifications held by the individual(s) to be assigned to the work required.
- (iii) Educational background and experience of the individual(s) to be assigned to the work required.
- (iv) Description of the support staff available to the individual(s) to be assigned.

The selection criteria to be used in awarding contracts shall include, but not be limited to:

- (i) Qualifications of all individuals who will perform the tasks and the amounts of their respective participation.
- (ii) Experience and reputation in the field.
- (iii) Ability to perform the task(s) in a timely fashion, including staffing and familiarity with the subject matter.
- (iv) Availability of the Professional Service entity personnel, facilities and other resources.
- (v) Professional Service entity financial stability and strength.
- (vi) Cost consideration including, but not limited to, standardized submission requirements, historical costs for similar contracts, expertise involved.
- (vii) Responsiveness to the Public Notice and Specifications; Submission demonstrates a clear understanding of the scope of work related objectives.
- (viii) Compliance with the submission documents.

This solicitation is for the length, effective from date of award by resolution of Borough Council through to completion.

The award of this contract is based upon funds being encumbered and contingent upon the availability of funds in the appropriate municipal budget.

Professional services entities responding to this solicitation shall submit one (1) original and one electronic copy to: [dcali@rosellepark.net](mailto:dcali@rosellepark.net) , by December 18, 2015 at 11:30 am