

## **TOWNSHIP OF ROCHELLE PARK**

### **Criteria for Submission of Qualifications for Professional Contracts Under the Fair and Open Process**

**NOTICE IS HEREBY GIVEN** to all applicants for positions set forth more fully in the Legal Notice attached hereto for submission of qualifications that shall take into consideration the following factors, which will be considered by Township Committee of the Township of Rochelle Park as the basis for an award for professional services contracts deemed most advantageous to the Township:

- I. Resume (6 copies) with letter applications for professional position including all documentation and information that provides the following for evaluation by the Township Committee:
  - a) Experience and reputation in the field for the position sought.
  - b) Knowledge of the area of expertise for the position sought.
  - c) Prior experience with the Township of Rochelle Park.
  - d) Knowledge of the Township of Rochelle Park and the subject matter to be addressed under the contract.
  - e) Availability to accommodate any required meetings of the Township of Rochelle Park.
  - f) References in general and in particular from municipal entities where the professional has provided similar services as sought by the Township of Rochelle Park.
  - g) Copy of Business Registration Certificate.
- II. All applicants must have a minimum five years prior experience with or on behalf of municipal entities in the professional area of expertise.
- III. Selection of the professionals set forth in the Legal Notice shall be solely based upon the Township Committees evaluation of the submitted material based upon the criteria set forth in this document. The compensation for these positions shall also be determined solely within the discretion of the Township Committee and shall be based upon experience, qualifications and budgetary considerations.

IV. Submit all materials in a sealed envelope addressed to:

**Elizabeth, Township Clerk  
Township of Rochelle Park  
151 W. Passaic Street  
Rochelle Park, New Jersey 07662**

to be received on or before **3:00 p.m. on Monday, March 7, 2016**

TOWNSHIP OF ROCHELLE PARK

By: *Elizabeth Kroll*  
Elizabeth Kroll  
Township Clerk