

## **Request for Qualifications**

### **DEPTFORD JOINT MUNICIPAL COURT JUDGE**

The Deptford Joint Municipal Court is soliciting a request for qualifications for a Joint Municipal Court Judge for a contract period beginning on May 1, 2020, for a term of three (3) years, ending April 30, 2023. Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Deptford, County of Gloucester, State of New Jersey on May 7, 2020 at 10:00am prevailing time, at the Township's Clerk office at the Municipal Building, 1011 Cooper Street, Deptford, New Jersey 08096. All proposals must be delivered to the Township Clerk's Office, Township of Deptford, 1011 Cooper Street, Deptford, New Jersey 08096.

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 Council 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 Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of 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 a period of not less than ten (10) years preceding appointment.
2. Must provide a description of availability for municipal court sessions as scheduled in the Deptford Joint Municipal Court.
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 applicant/proposer shall submit **two (2) copies** of his/her proposal to the attention of the Township Clerk for review and consideration by the Township Manager and Township Council.

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

The Township will utilize a fair and open process to evaluate the RFQs for 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 Deptford and City of Woodbury;
4. Availability to accommodate required court dates;
5. Compensation proposal;
6. Other factors if demonstrated to be in the best interest of the Township of Deptford and City of Woodbury.

**SELECTION:** Once the Township finalizes its selection, the Township will negotiate a contract with the selected Judge. Once the contract is finalized, it will be presented to the Township for approval.

**“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.”**