

## **PUBLIC NOTICE**

### **REQUEST FOR QUALIFICATIONS FOR 2026 PROFESSIONAL SERVICES**

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**PUBLIC NOTICE IS HEREBY** given that on March 16, 2026 the Governing Body of the Township of Deptford, in the County of Gloucester, State of New Jersey, has authorized the Township Clerk to advertise for Request for Qualifications (RFQ) pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 and N.J.S.A. 40A:11-5.

All sealed Request for Qualifications submissions are to be sent to the Township Clerk's office no later than Wednesday, April 8<sup>th</sup>, 2026 at 10:00 a.m. Qualifications will not be accepted after 10:00 a.m.; see general information for submission details. The Township assumes no responsibility for delivery methods.

The following Professional Qualifications shall be sought for the year 2026:

#### **Joint Municipal Court Conflict Public Defender**

#### **1- GENERAL INFORMATION:**

Through this Request for Qualifications (RFQ), the Township of Deptford (hereinafter the "Township") seeks to engage with various vendors for Profession as listed below. The contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq. and Chapter 41, Article II of the Code of the Township of Deptford.

Questions about this document should be directed to Debra Willard, Acting Municipal Clerk by email to [twpclerk@deptford-nj.org](mailto:twpclerk@deptford-nj.org), by phone to 856-845-5300, or in person at the Township Offices.

The Township of Deptford reserves the right to choose one or more professionals or to choose not to make a selection based on the notice, or to post subsequent notices for the same, similar, or different services. All selections will be based on the review of the documents and information submitted, as well as independent research performed by the Township. This shall include, but not be limited to, a review of references, an evaluation of performance with other governmental and non-governmental entities and/or all other publicly available information.

The Township intends to qualify person(s) and/or firm(s) that;

- a. Possess the professional, financial, and administrative familiarity with the Township, or local government entities as appropriate, experience, training, and capabilities to provide the proposed services.
- b. Agrees with and meets the terms and conditions determined by the Township that provide the greatest benefit to the taxpayers of the Township of Deptford.

Individuals, or firms, are expected to adhere to the highest level of professionalism of the respective field. It is expected that a sufficient number of licensed and/or trained associates will be available to meet the demands of the Township in a given year.

Respondents are not required to be residents of the Township of Deptford, however, must be able to provide timely response to requests, whether electronically or in-person, without excessive travel charges.

The applicant/proposer as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law NJSA 40A:9-22(1) et.seq.

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1 A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to reject any and all proposals with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigation as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Deptford.

All appointments are for a one (1) year term unless otherwise noted.

Hourly rates, expense reimbursement, and other forms of compensation for services will be addressed in the response to this request and final agreed upon amounts will be included in the contracts with individual person(s), or firms.

The professional and/or firm shall not be paid through the payroll of the Township and will be an independent contractor of the Township. The Township shall provide appropriate 1099 forms each year.

Appointed professionals are expected, where applicable, to provide workpapers, work product and all applicable information to the Township at the request of the Township or successor professionals. It is expected that the appointed professionals will assist the Township in compliance with all applicable laws, including, but not limited to OPRA, audits, and court filings. The appointed professional may have to appear in legal proceedings regarding the work completed under the contract awarded.

It is expected that the professional, and/or firm, appointed to a professional services contract will uphold the highest level of confidentiality and professionalism. Those professionals that do not meet the Township’s expected level of confidentiality or professionalism can be removed with limited notice and have agreements cancelled.

## **Basis for Award of Contract/Agreement for Professional Services**

The Township shall award a professional service contract or agreement based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firm who will perform the service or activity;
2. Experience and references;
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
4. Cost Competitiveness;
5. The Township reserves the right to conduct an interview, with the prospective professional to discuss the scope of the professional services as outlined in the applicant's/proposer's proposal.
6. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.
7. For annual appointments, the Township Council, Township Manager and Administrative Staff will conduct a performance review at least one time per year in last quarter of the fiscal year for a basis for which to evaluate the submission for the subsequent year.
8. All awards are subject to availability of funds.
9. The Township will not use age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex.
10. This policy will include, but not be limited to, all of the above listed requirements.

## **2 – GENERAL RESPONSE REQUIREMENTS:**

- A. The package should include detailed qualifications and resumes for all staff to be assigned to the Township's account, and proof of valid professional licenses as would be required of a professional in the field. Proof can be in the form of a copy of the license or a statement that the license numbers provided are true and valid. The Township reserves the right to independently verify the information provided.
- B. Each response shall include the full address of all locations of the respondent.
- C. Submitted responses to this request must include all documentation included in Section 5 of this package.
- D. Respondents shall provide
  - a. A comprehensive list of all public entity projects and/appointments including dates.
  - b. List of membership and/or professional affiliations with any organizations, associations or societies with an indication of special offices held within.

- c. Fee schedules and/or method for the calculation of charges. Note, travel associated expenses, if any, shall only be compensated from the office or another job site, whichever is shorter in time and distance.
  - d. Other information that the respondent deems appropriate.
- E. Sample Agency Agreement shall be included with the submission.
- F. Additional requirements are noted in Section 5.

### **3 - SUBMISSION INSTRUCTIONS:**

All sealed Request for Qualifications submissions are to be sent to the Township Clerk's office no later than Wednesday, April 8<sup>th</sup>, 2026 at 10:00 a.m. Qualifications will not be accepted after 10:00 a.m.

- A. Sealed qualification packages shall include one (1) original, one (1) printed copy of the proposal and one (1) electronic file in the form of a USB of the respective proposal submitted.
- B. Each sealed qualification package should be clearly marked "Proposal for 2026 (name of position) for the Township of Deptford." Failure to properly mark the package can result in the bid being returned unopened.
- C. Mail or hand delivered to the Deptford Township Municipal Building at the address given below and noted below:

Office of the Municipal Clerk  
Township of Deptford  
1011 Cooper Street  
Deptford, NJ 08096

- D. The Township will not accept qualification packages electronically, by fax, or by email.

### **4 – Professional Specific Requirements**

#### **M - CONFLICT PUBLIC DEFENDER**

The Township of Deptford seeks to appoint an individual, or firm, that is an attorney-at-law in the State of New Jersey as the Conflict Public Defender for items and requirements listed below.

**Mandatory Minimum Requirements/Duties:**

The Conflict Public Defender shall prosecute the criminal, quasi-criminal, disorderly person's offenses, motor vehicle offenses and any other matters in which the Deptford Joint Municipal Court has jurisdiction pursuant to law and rule of the Supreme Court. The Conflict Public Defender shall receive such compensation for services as shall be fixed by the agreement with the professional and include fees for the defense of such appeals as shall be deemed reasonable and such fees as are chargeable by the Township, City of Woodbury and/or State Police discovery.