NOTICE

The Township of Dennis is seeking proposals for the following contracts for the calendar year 2017:

1) Township Solicitor
2) Township Auditor
3) Township Labor Attorney
4) Consolidated Land Use Board Attorney
5) Consolidated Land Use Board Engineer
6) Grants Consultant
7) Township Bond Counsel

Please submit 7 copies each of Solicitor, Auditor, Labor Attorney, Grants Consultant, and Bond Counsel and 13 copies each of the Consolidated Land Use Board Attorney and Consolidated Land Use Board Engineer.

Please place proposal in a sealed envelope plainly identified on the outside for what contract it is for.

Proposals must be received by Jacqueline B. Justice, RMC no later then 4:00 p.m. on Tuesday, November 29, 2016.

Please review attached Resolution No. 2006-35, which establishes the Fair and Open Proposal Award Criteria.

TOWNSHIP OF DENNIS

COUNTY OF CAPE MAY
STATE OF NEW JERSEY

RESOLUTION NO. 2006-35

RESOLUTION ESTABLISHING THE FAIR AND OPEN PROPOSAL AWARD CRITERIA

WHEREAS, Public Law 2004, c 19 is known as the "New Jersey Local Unit Pay-To-Play" law (N.J.S.A. 19:44A20.4 et seq.) and requires that all contracts with a value of $17,500 be awarded pursuant to a "fair and open" or "non-fair and open" process; and

WHEREAS, the Township Committee feel the best interests of the residents of Dennis Township would be better served by the Township awarding contracts by use of the "fair and open" process.

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Dennis, County of Cape May, State of New Jersey, that the Township of Dennis shall award contracts through the "fair and open" process and that the following award criteria is hereby established:

1. Proposals will be evaluated by the Township Committee of the Township of Dennis on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

    a. Experience and reputation in the field;
    b. Knowledge of the Township of Dennis and the subject matter to be addressed under the contact;
    c. Availability to accommodate any required meetings of the agency;
    d. Compensation proposal;
    e. Other factors if demonstrated to be in the best interest of the Township of Dennis.

2. The following criteria, found under the competitive contracting rules at N.J.A.C. 5:34-4.2 may also be of assistance. These criteria are not intended to be limiting or all-inclusive, and they may be adapted or supplemented in order to meet the Township's needs. No criteria should unfairly or illegally discriminate or exclude otherwise capable vendors.

I. Technical criteria:
    A. Proposed methodology:
        1. Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?

2. Is the vendor's proposal complete and responsive to the specific RFP requirements?
3. Has the past performance of the vendor's proposed methodology been documented?
4. Does the vendor's proposal use innovative technology and techniques?
5. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

II. Management criteria:

A. Project management:
1. How well does the proposed scheduling timeline meet the agency's needs?
2. Is there a project management plan?

B. History and experience in performing the work:
1. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
2. Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
3. Does the vendor document industry or program experience?
4. Does the vendor have a record of moral integrity?

C. Availability of personnel, facilities, equipment and other resources:
1. To what extent does the vendor rely on in-house resources vs. contracted resources?
2. Are the availability of in-house and contract resources documented?

D. Qualification and experience of personnel:
1. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
2. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
3. Does the vendor demonstrate cultural sensitivity in hiring and trainin staff?

III. Cost criteria:

A. Cost of goods to be provided or services to be performed:
1. Relative cost: How does the cost compare to other similarly scored proposals?
2. Full explanation: Is the price and its component charges, fees, etc., adequately explained or documented?

B. Assurances of performance:
   1. If required, are suitable bonds, warranties, or guarantees provided?
   2. Does the proposal include quality control and assurance programs?

C. Vendor's financial stability and strength:
   1. Does the vendor have sufficient financial resources to meet its obligations?

3. Contracts will be awarded in the following manner:

   A. The Municipal Clerk shall have a notice of "Request for Proposal" for a specific service; e.g. Attorney, Auditor, Engineer, Planner, Prosecutor, etc. prominently placed on the Township's website.
   B. The notice shall contain a closing date by which all proposals shall be received in a sealed envelope.
   C. On the closing date the Municipal Clerk shall open the proposal for Township positions and prepare one copy for each member of the Township Committee. Proposals for various Boards shall be forwarded to the Administrator of the Boards.
   D. At the next regular meeting the appointment shall be on the agenda for discussion and adoption.
   E. Upon an affirmative vote of a majority of the Township Committee, interviews may be scheduled, which shall be conducted as soon as practical.
   F. Thereafter, a resolution shall be prepared for the award of the contract and advertised as appropriate.

ATTEST_____ **ATTEST**_____
Jacqueline B. Justice, RMC/Clerk Ruth J. Blessing, Mayor

PRESENTED BY: MURPHY

SECONDED BY: CRIPPEN

ROLL CALL VOTE:

AYES	:	**BECK, O'CONNOR, CRIPPEN, MURPHY & BLESSING**
NAYS	:	
ABSTAINING	:	
ABSENT	:	

This is to certify that this is a true copy of a Resolution adopted by the Dennis Township Committee at their regular meeting held on January 17, 2006 at 6:30 p.m. at the Dennis Township Municipal Building located at 571 Petersburg Road, Dennisville, NJ.

ATTEST_____
Jacqueline B. Justice, RMC/Clerk