

## **Requirements to Qualify**

The requirements listed below are the minimum levels expected from the professional indicated in order to qualify to proceed to the second phase, Requests for Proposals.

### **For Municipal Prosecutor**

**1) Appointment of Municipal Prosecutor.** The Municipal Prosecutor shall be appointed by the Township Committee by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of appointment and until his successor has been appointed and qualified. The Municipal Prosecutor shall be an attorney-at-law of New Jersey. In lieu of appointing an individual attorney, Committee may appoint a firm of attorneys, all members of which shall be attorneys-at-law of New Jersey. The Municipal Prosecutor shall be appointed in a manner consistent with the Local Public Contracts Law and shall execute a written contract with the Township and the Municipal Prosecutor shall receive such fees as shall be agreed upon by the Township Committee.

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_  
\_\_\_\_\_ Meets Qualifications                      \_\_\_\_\_ Does Not Meet Qualifications

### **REQUEST FOR PROPOSAL**

Proposals will be evaluated by a Committee or Board Subcommittee, as appropriate. The undersigned individual, firm, or corporation, hereby proposes to serve as Township Attorney in accordance with the following:

- A. Names, title and license of all the individuals who may perform the service and/or activity.
- B. A description of the individuals or firm's experience with similar services or projects.
- C. A list of references and record of success.
- D. Demonstration of areas of expertise of staff.
- E. A description of the individual or firm's ability to provide the service or complete the activity in a timely fashion or as required by the Township.
- F. A fee schedule for the firm.
- G. Availability to accommodate any required meetings of the municipality.

H. Provide list of those municipalities served in a similar position in Southern NJ.

I. No fees to be charged for attendance at monthly Committee meetings.

The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.

Advise acceptability of no charge for attendance at Township Committee public meetings (once per month).

In the event that compliance with part or all of the requirements of the RFQ/RFP is impracticable or undesirable with regard to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

All awards or waivers shall be by Resolution acted upon by the Township Committee at a Township meeting. All rewards are subject to availability of funds.

All respondents shall comply with Business Registration Act (P.L. 2004, c.57), and proof of their registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted.

All respondents are placed on notice that they are to comply with all requirements of P.L. 1975, c.127 (N.J.S.A. 10:5-31 through 10:5-38) and all duly adopted Affirmative Action Regulations (N.J.A.C. 17:27).

All respondents shall supply IRS form W-9, request for Taxpayer Identification & Certification.

All respondents must submit the required state Business registration form (BRC) with their proposal where applicable

The Township reserves the right to reject any and all proposals if required documents are not submitted and/or if it is deemed to do so in the best interest of the Township.

**Submission Deadline: NOVEMBER 25, 2025 11:00AM**

**Submission Location: Township Clerk, Delanco Township 770 Coopertown Road, Delanco, NJ 08075.**

Form of Submission: All submissions shall be in sealed envelope with "Submission of Qualifications / Proposal for [Name of Position]" marked on the outside.

IN ADDITION to the Original hard copy, an electronic copy in Adobe Acrobat (PDF) format shall be submitted on a CD at the same time in the sealed bid envelope.

Copies Required: Seven plus CD