

**BOROUGH OF RARITAN**  
**REQUEST FOR PROPOSALS/QUALIFICATIONS**  
**PUBLIC DEFENDER**

Any persons or firms interested in providing professional services (as defined in the New Jersey Statutes, N.J.S.A. 40a:11-5(1)(a)(i) to the Borough of Raritan, for the position of "Municipal Public Defender".

**Description of Professional Services needed:**

To represent indigent defendants in proceedings over which the Raritan Borough Municipal Court has jurisdiction. Duties shall include the representation of any defendant charged with an offense in Municipal Court who is indigent as determined by the magistrate, and to handle all phases of the assigned defense, including discovery, pre-trial and post-trial motions and proceedings; and such other duties as imposed by statute, rule regulation, ordinance, the rules of professional conduct, court orders or directives and the like.

**Minimum Qualifications:**

At least 2 years experience preferred as Public Defender or in related experience in Municipal Court; must be admitted to and a member in good standing of the Bar of the State of New Jersey.

**Scope:**

1. The Borough shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:
  - a. Names and titles of the individuals who will perform the service and/or activity.
  - b. A description of the individuals or firms experience with similar services or projects as requested.
  - c. A list of references and record of success.
  - d. A description of the individual or firms ability to provide the service or complete the activity in a timely fashion or as required by the Borough.
  - e. A fee schedule for the firm, including any retainer if applicable.
2. The Borough 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.
3. All awards or waivers will be by resolution acted on by the Borough Council at a Borough meeting.
4. All awards are subject to availability of funds.

**Required Documents**

1. Business Registration Certificate
2. Affirmative Action Compliance
3. Professional Insurance
4. Fee Proposal

**Also Required Compliance**

1. Equal Employment Opportunity
2. Americans With Disabilities Act

**Submission Requirements**

**DUE DATE: TUESDAY, DECEMBER 16, 2014 NO LATER THAN 11:00 A.M.**

Candidates are required to submit one (1) original hard copy, plus one (1) copy of the full proposal in PDF format on cd.

All submissions are to be in a sealed envelope (no electronic or fax submission will be accepted) clearly marked "**Request for Proposals - Municipal Public Defender**" and addressed to:

Daniel Jaxel, Borough Administrator  
Borough of Raritan  
22 First Street  
Raritan, New Jersey 08869

Any inquiries should be directed to:

Daniel Jaxel  
Borough Administrator

Phone: 908-231-1300 x10

Fax: 908-231-0810

E-mail: [djaxel@raritan-nj.org](mailto:djaxel@raritan-nj.org)

Website: [www.raritanboro.org](http://www.raritanboro.org)