

**BOROUGH OF RARITAN
REQUEST FOR PROPOSALS**

Request for Proposals will be evaluated by the Borough Council of Raritan Borough on the basis of the most advantageous price and other factors considered and the following criteria:

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

In addition to the above criteria, the Borough may consider the following where applicable in order to evaluate proposals:

- a) Assurances of performance;
- b) Vendor's financial ability and strength to meet its obligations;
- c) How the costs compare to other proposals;
- d) If available, suitable warranties and guarantees available;
- e) Principal emphasis may be based on a personal interview.

The Borough of Raritan is currently seeking proposals for the following:

MUNICIPAL COURT JUDGE

Pursuant to N.J.S.A. 2B:12-4 for a three year term. Proposals are being solicited through a "fair and open process" in accordance with N.J.S.A. 19:44A20.5 Proposals will be evaluated by the Borough Council of the Borough of Raritan on the basis of the most advantageous price and other factors considered.

Professional Information and Qualifications

Each interested firm/individual shall submit a resume with the following information:

- 1. Name of Firm;
- 2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers;
- 3. Area of practice;
- 4. Description of education, experience, qualifications, number of years with the present firm and a descriptive narrative of the applicant's experience with Municipal Court as a Municipal Court Judge, Prosecutor, Public Defender, Attorney and/or other responsibilities in Municipal Court;

5. Experience related to representation of municipalities as Municipal Court Judge and other forms of representation of municipalities and public entities;
6. At least four (4) references, three (3) of which must have knowledge of your work as an attorney in Municipal Court;
7. Examples of your record of success representing public entities;
8. Any other information which the interested party deems relevant;

Required Documents

1. Business Registration Certificate
2. Affirmative Action Compliance Notice
3. Fee Proposal

Also Required Compliance

1. Equal Employment Opportunity
2. Americans With Disabilities Act

Submission Requirements

DUE DATE: THURSDAY, DECEMBER 4, 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 Court Judge**" and addressed to:

Borough Clerk
Borough of Raritan
22 First Street
Raritan, New Jersey 08869

Any inquiries should be directed to:

Marguerite Schmitt, RMC
Borough Clerk

Phone: 908-231-1300 x13

Fax: 908-231-0810

E-mail: mschmitt@raritan-nj.org

Website: www.raritanboro.org