

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONTRACT POSITION IN THE BOROUGH OF DUMONT

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et. seq. the Borough of Dumont shall pursue a "Fair and Open Process" in awarding a contract for the Employee Assistance Program, and hereby solicits qualifications in the form of resumes and letter applications which shall be submitted to the Municipal Clerk at 80 W. Madison Avenue, Dumont, New Jersey 07628, with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. All qualifications shall be submitted in a sealed envelope labeled **"RFQ-Employee Assistance Program"** to the Municipal Clerk to be received no later than 11:00 a.m. on Tuesday, July 12, 2016. Interested parties may receive criteria for the various positions from the office of the Municipal Clerk by calling 201-387-5023 prior to submission of qualifications. The criteria will also be posted on the Borough website: dumontnj.gov.

Susan Connelly, RMC
Municipal Clerk

BOROUGH OF DUMONT
CRITERIA FOR SUBMISSION OF PROPOSALS FOR
EMPLOYEE ASSISTANCE PROGRAM PROFESSIONAL CONTRACTS UNDER THE
FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication for submission of proposals that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Dumont as the basis of an award for professional services most advantageous to the Borough:

- I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Borough Council:
 - a. Experience and reputation in the field for the position sought.
 - b. Knowledge of the area of expertise for the position sought
 - c. Experience and knowledge of the Borough of Dumont
 - d. Availability to accommodate any required meeting of the Borough
 - e. Designated professional and support staff and location of firm's offices
 - f. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Dumont.
 - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
 - h. A proposed fee schedule and basis of computation of fees and costs incurred in providing the required service, e.g., time and materials, fee per appearance or service item, etc.
- II. Selection of professionals shall be solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.
- III. Submit all materials (2 copies) in a separate labeled sealed envelope for the position addressed to Susan Connelly, RMC, Municipal Clerk, Borough of Dumont, 80 W. Madison Avenue, Dumont New Jersey, 07628 to be received on or before 11AM, July1, 2016

BOROUGH OF DUMONT
Susan Connelly, RMC
Municipal Clerk