

COUNTY OF SALEM

REQUEST FOR PROPOSAL FOR THE POSITION OF

SOLICITOR

Position and Term:

The County of Salem requests proposals from New Jersey attorneys or law firms interested in serving in the position of "Solicitor" for the Board of Education of the Special Services School District and the Vocational School District of the County of Salem from July 1, 2009 to June 30, 2010.

Fair and Open Process:

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants must submit their reply to the Office of the County Purchasing Agent at 94 Market Street, Salem, New Jersey 08079 (phone # 856.935-7510 x 8499) on or before 11:00 a.m. on Tuesday, June 23, 2009. At that time and place all proposals received shall be publicly opened and announced by the County Purchasing Agent or her designee.

Proposals will thereafter be received by the Salem County Board of Education of the Special Services School District and the Vocational School District who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Board of Education and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Board of Education; (v) availability to accommodate meeting and interface requirements with the Board of Education for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Board; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The County reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Board of Education of the Special Services School District and the Vocational School District of the County of Salem.

The County's determination of the applicant who is most advantageous to the goals and objectives of the Board of Education of the Special Services School District and the Vocational School District of the County of Salem, shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any County Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any County Official, Officer or employee to secure unwarranted privileges or advantages.

Minimum Requirements:

Must be fully licensed and in good standing to practice law in the State of New Jersey.

Minimum of 5 years of experience representing a New Jersey Board of Education as a Solicitor (Counsel).

Must have an extensive background and experience in special education law.

Must have experience representing a Board before an Administrative law judge.

Description of Services:

Solicitor shall provide the following services: Prepare Freeholder Resolutions, Attend Board of Education meetings, Prepare professional service contracts, Provide legal advice to the Board of Education, Administrative Office, and other departments, Prepare opinion letters and advisory memos, review and route all tort claim notices, Respond to Tort claim notices as appropriate, Review claim statutes with Insurance, or such other claims investigation forms as may be employed by the Board. Review and prepare deeds for sale or acquisition of real property or any interest in real property such as leases, Advise Board on legal matters relating to Public Contracts, Public Purchases, Public Sales and Transfers by the Board and Perform all other services normally associated with the duties of Solicitor.

Compensation:

Compensation shall be based on a professional services contract to be negotiated by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem with the applicant deemed to be most advantageous.

The Salary shall be determined in the Annual Salary Resolution of the Board of Education. The Solicitor is also entitled to bill the Board of Education for expenses incurred or advanced on behalf of the Board in relation to services provided, including extraordinary copying, postage or other expense at the rates customarily charged by the Solicitor.

Qualifications Evaluation:

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Please describe your experience in special education law.
3. Please describe your experience representing a board before an administrative law judge.
4. Please describe your experience with regard preparing contracts for a public entity.
5. Please describe your experience in drafting interlocal agreements between a Board of Education, County and/or municipality.
6. Please describe your experience in representing a public employer with regard to Teachers Pension and Annuity Fund.
7. Please describe your experience in advising, representing or counseling a public employer with regard to the Open Public Meeting Act and the Open Public Records Act.
8. Please describe whether there is any disciplinary proceedings pending against you in any jurisdiction or whether discipline has been previously imposed against you in any jurisdiction. If discipline has previously been imposed, state the date, jurisdiction, nature of the ethics violation and the penalty imposed. If proceedings are pending, specify the jurisdiction, the charges and the likely time of their disposition.
9. Disclose and describe whether you have ever been sued for malpractice.
11. Disclose and describe any arrests or convictions against you.
12. What is the location of your Office? In Salem County or out of Salem County.
13. Describe the resources of your office. Include details of support staff. Include information on other qualified attorneys in your office who would be available to Board Officials in the event you were absent or unavailable.