



## **THE COUNTY OF SALEM REQUEST FOR PROPOSAL FOR GOVERNMENT AFFAIRS STRATEGY CONSULTANT FOR THE SALEM COUNTY RAIL LINES**

### **Position and Term:**

The County of Salem requests proposals from Consulting firms interested in serving in the position of Government Affairs Strategy Consultant for a period of one year.

### **Description of Services:**

Serves as a Consultant for the Salem County Board of Chosen Freeholders in matters requiring special expertise in the area of Government Affairs Strategy. Attend meeting with County Officials as requested. Interface with the Clerk of the Board on a as needed basis. Apprise the County and its officials and offices of developments in the law requiring compliance, policy development or other action on rail lines.

### **Compensation:**

Compensation shall be based on a professional services contract to be negotiated by the County with the applicant deemed to be most advantageous.

Compensation is paid on an agreed annual fee in accordance with detailed invoices submitted to the County through the County voucher process.

### **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 August 11, 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 Chosen Freeholders 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 County of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the County; (v) availability to accommodate meeting and interface requirements with the County Officials 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 County; 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 County.

The County's determination of the applicant who is most advantageous to the goals and objectives of the County, 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:**

#### **Scope of Services**

1. The Consultant will provide on-going technical assistance in support of revisions to or implementation of the following services:
  - Target key decision makers for meetings.
  - Coordinate meetings between Salem County and elected Officials, Federal and/or State, agencies and authorities and follow-up work after meetings.
  - Public Affairs and Community Relations
  - Monitor Legislative issues and respond accordingly.
  - Appropriations, grants and community investment support.
  - Direct contact with media and coordinate interviews.

#### **Compensation**

1. Payment is conditioned upon conformity of the Consultant to provide the Professional Services within the following administrative procedures:
  - A. Function as an independent principal and not as an employee or agent of the County. The Consultant agrees not to enter into any agreement or commitment on the County's behalf.
  - B. Make no assignments of this Contract or any monies due hereunder without the prior written approval of the County.

#### **Terms and Conditions**

2. It is understood and agreed by and between parties hereto that:
  - A. The Contract shall become effective on or around August 20, 2009 and will continue in effect for one year.
  - B. The Contract shall be governed and construed, and the rights and obligations of the parties hereto shall be determined, in accordance with the laws of the State of New Jersey.