



Approved as to Form and Legality

Date Adopted

Committee

February 7, 2018

Administrative

**A RESOLUTION ESTABLISHING A FAIR AND OPEN PROCESS FOR THE
AWARDING OF PROFESSIONAL SERVICES CONTRACTS FOR COUNTY OF SALEM**

WHEREAS, the County of Salem requires the services of Financial Advisor, Special/Conflict Counsel, and Engineer for the Salem County Railroad; and

WHEREAS, the County of Salem, received and opened Proposals for Professional Services for the calendar year 2018 on December 27, 2017; and

WHEREAS, the County of Salem is in need of additional Professional Services; and

WHEREAS, retaining the services of qualified professionals for such positions has long been exempt from "public bidding" by N.J.S.A. 40A:11-5(a) due to the important policy consideration of allowing a public body to appoint candidates they deem to be most qualified and advantageous to the needs and goals of the public body; and

WHEREAS, N.J.S.A. 19:44A-20.7 permits the County of Salem to establish a "fair and open process" that allows for public solicitation of qualifications of persons interested in providing such services; and

WHEREAS, the County of Salem has determined that establishing such a process protects its right to appoint the most qualified candidates while making the process more open and competitive;

NOW THEREFORE BE IT HEREBY RESOLVED by the County of Salem as follows:

1. There is hereby established a "fair and open" process for the award of the contracts for the positions of Financial Advisor, Special/Conflict Counsel, and Engineer for the Salem County Railroad, where the value of said contract may be expected to exceed \$17,500.00;

2. The Fair and Open Process shall be as follows:

a. The County of Salem shall cause to be advertised a notice of solicitation of qualifications for such positions in a form substantially similar to Exhibit "A" attached hereto. Said notice shall be published at least 10 calendar days in advance of the date set forth therein as the deadline to submit proposals.

b. The County of Salem shall make the necessary arrangements to publicly open and announce all proposals received. The County of Salem shall forthwith thereafter review all proposals received and transmit them to the Salem County Board of Chosen Freeholders.

c. Award of any contracts based on the submissions received shall be made by Resolution of the Salem County Board of Chosen Freeholders at an open public meeting, after receipt of the materials from the County of Salem Purchasing Agent.


MELISSA L. DECASTRO, Freeholder Director
Board of Chosen Freeholders

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on February 7, 2018.



BRENDA P. BANKS
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					✓
C. Hassler	✓				✓	
B. Laury	✓					
S. Griscom	✓					
M. DeCastro	✓					

✓ Indicates Vote

Department Initials

Purchasing

Exhibit A

PUBLIC NOTICE

The Salem County Board of Chosen Freeholders is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.7 for the following positions: Financial Advisor, Special/Conflict Counsel, Engineer Salem County Railroad.

Interested applicants must submit one (1) original **CLEARLY** marked as original, one (1) electronic copy and six full complete copies of the required information by mail to **Attention: Deborah Turner-Fox, Qualified Purchasing Agent 5th Street Plaza, Salem, New Jersey 08079 to be received no later than 11:00 a.m. on Tuesday, February 20, 2018** at which time all proposals received shall be publicly opened and announced by the Purchasing Agent or her designee. The information to be submitted in order to be considered is as follows: professional resume and/or other materials which shall include at a minimum full name and business address; dates of licensure in the State of New Jersey, if applicable; a listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein; the number of licensed professionals employed by/affiliated with the applicant; a listing of all special accreditations held by the individual licensed professional or business entity; and a listing of all previous public entities served by the business entity or licensed professional, indicating the dates of service and position held. The applicant shall also submit the proposed rate(s) of compensation requested.

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 required submissions as outlined in the Request for Proposal; (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 Authority; (v) availability to accommodate meeting and interface requirements with the County of Salem 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 of Salem; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The County of Salem 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 of Salem.

The County of Salem's determination of the applicant who is most advantageous to the goals and objectives of the County shall be final and conclusive.

By order of Deborah Turner-Fox, QPA
Salem County Purchasing Agent