



Approved as to Form and Legality

Date Adopted

Committee

November 6, 2019

Administrative

\_\_\_\_\_  
Salem County Counsel

**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 Actuary (GASB), Architectural and Engineering Consultant, Auditor, Bond Counsel, Financial Advisor-Continuing Disclosure Agent, Legal Counsel-Labor Counsel, Legal Counsel-Special Labor Negotiations, Legal Counsel- Civil Litigation, Legal Counsel-Conflict Counsel, Legal Transcriptionist, Medical Director Salem County Correctional Facility, Medical Director Salem County Department of Health, Nurse Practitioner at Salem County Correctional Facility, Planner, Psychological/Psychiatric Services at Salem County Correctional Facility, Inmate Educational Services Provider for Salem County Correctional Facility; 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 Actuary (GASB), Architectural and Engineering Consultant, Auditor, Bond Counsel, Financial Advisor-Continuing Disclosure Agent, Legal Counsel-Labor Counsel, Legal Counsel-Special Labor Negotiations, Legal Counsel- Civil Litigation, Legal Counsel-Conflict Counsel, Legal Transcriptionist, Medical Director Salem County Correctional Facility, Medical Director Salem County Department of Health, Nurse Practitioner at Salem County Correctional Facility, Planner, Psychological/Psychiatric Services at Salem County Correctional Facility, Inmate Educational Services Provider for Salem County Correctional Facility, where the value of said contracts 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.

*R. Scott Griscom*

R. Scott Griscom, Deputy 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 November 6, 2019.

*Stacy L. Pennington*

STACY L. PENNINGTON  
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
G. Ostrum, Jr.	✓				✓	
C. Hassler	✓					
L. Ware	✓					✓
R.S. Griscom	✓					
B. Laury				✓		

✓ Indicates Vote

Department Initials

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## 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:

Actuary (GASB)  
Architectural and Engineering Consultant  
Auditor  
Bond Counsel  
Financial Advisor-Continuing Disclosure Agent  
Legal Counsel-Labor Counsel  
Legal Counsel-Special Labor Negotiations  
Legal Counsel- Civil Litigation  
Legal Counsel-Conflict Counsel  
Legal Transcriptionist  
Medical Director Salem County Correctional Facility  
Medical Director Salem County Department of Health  
Nurse Practitioner at Salem County Correctional Facility  
Planner  
Psychological/Psychiatric Services at Salem County Correctional Facility  
Inmate Educational Services Provider for Salem County Correctional Facility

Interested applicants must submit one (1) original **CLEARLY** marked as original, one (1) electronic copy on CD or flash drive and four (4) full complete copies of the required information by mail to **Attention: Deborah Turner-Fox, Qualified Purchasing Agent, 110 Fifth Street, Suite 400, Salem, New Jersey 08079** to be received no later than **11:00 A.M. on Wednesday, December 11, 2019** at which time all proposals received shall be publicly opened and announced by the Purchasing Agent or her designee. **Proposals will not be accepted by e-mail.**

The information to be submitted in order to be considered is outlined in the Request for Proposal Document that is available by contacting the Salem County Purchasing Office between the hours of 8:30 A.M. and 4:30 P.M. Monday- Friday; by calling 856-935-7510 x 8401 or e-mail request to [purchasing@salemcountynj.gov](mailto:purchasing@salemcountynj.gov).

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