RESOLUTION AWARDING A NON-FAIR AND OPEN CONTRACT FOR
PHYSICIAN ASSISTANT FOR THE
SALEM COUNTY CORRECTIONAL FACILITY

WHEREAS, the County of Salem has the need to acquire the professional services of a
Physician Assistant for the Salem County Correctional Facility; and

WHEREAS, the value of said contract will not exceed the Local Public Contracts Law bid
threshold for Professional Services of $17,500.00 (Seventeen Thousand Five Hundred Dollars
and Zero Cents); and

WHEREAS, N.J.S.A. 40A:11-5(a) permits such professional service contracts to not have been
subject to public bidding; and

WHEREAS, the anticipated term of this contract is ten (10) months, commencing retroactively
from March 1, 2022 and terminating on December 31, 2022; and

WHEREAS, it has been determined that Gretchen Amrien, PA-C has substantially met the
necessary qualifications for the fulfillment of this contract, and further has provided the
documentation necessary to successfully fulfill the requirements of the County of Salem; and

WHEREAS, pursuant to the New Jersey State Local Public Contracts Law, N.J.S.A. 19:44A-
20.7, the County of Salem did not utilize a “fair and open” process in the selection of this
entity, hence Gretchen Amrien, PA-C, has completed a Business Entity Disclosure Certificate
and Political Contribution Disclosure Form stating that she has not made any reportable
contributions to a political or candidate committee in the County of Salem in the previous year,
and that the contract will prohibit her from making any contributions through the term of this
agreement; and

WHEREAS, the Salem County Treasurer has certified that funding for this contract shall be
cumbered in accordance with N.J.A.C. 5:30-5.4 and this agreement shall further be
contingent upon the availability and appropriation of sufficient funds contained in the
temporary and final 2022 Budget of the County of Salem.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County
of Salem as follows:

1. The Board of County Commissioners of the County of Salem awards a non-fair and
open contract for the provision of Physician Assistant for the County of Salem,
subject to the approval of the County Solicitor, to Gretchen Amrien, PA-C at a
rate of $125.00 per hour in the total amount not to exceed (Fourteen Thousand
Five Hundred Eighty-three Dollars and Thirty-three Cents ($14,583.33).
2. The contract commencing, retroactively, March 1, 2022 and terminating December 31, 2022, shall be completed in full accordance with the terms and conditions of the contract.

3. The County Commissioners Director and the Clerk of the Board shall be authorized to execute said contract.

4. Notice of award of said contract shall be published in the “South Jersey Times” as required by law.

BENJAMIN H. LAURY, Director of the Board of County Commissioners

I hereby certify the foregoing to be a true resolution adopted by the Salem County Board of County Commissioners at its regular meeting held on March 16, 2022.

STACY L. PENNINGTON
Clerk of the Board

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✓ Indicates Vote
Department Initials kah

I, Kelly A. Hannigan, CFO/Treasurer of the County of Salem, hereby certify in accordance with Section 5:34-5 of the Local Public Contracts Guidelines and Local Public Contracts Regulations that adequate funds for the contract listed below are available and are contained in the OFFICIAL BUDGET of the County of Salem.

Kelly A. Hannigan, CFO/Treasurer

| AMOUNT: not to exceed $14,583.33 | DATE: March 16, 2022 |
| ACCOUNT # and NAME: Inmate Medical 2-01-25-280-700-218 |
| FOR: Physician Assistant |
| VENDOR: Gretchen Amrien, PA-C |