

PUBLIC NOTICE  
TOWNSHIP OF ELSINBORO  
NOTICE FOR SOLICITATION OF QUALIFICATIONS FOR  
PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS

Notice is hereby given that sealed qualifications for professional services, not subject to bidding pursuant to N.J.S.A. 40A:11-5, will be received by the Clerk of the Township of Elsinboro. The proposals must be submitted to the Township Clerk at the Elsinboro Municipal Building, 619 Salem Ft. Elfsborg Road, Salem, New Jersey on or before November 24, 2025.

Proposals for the following professional services will be accepted:

Solicitor  
Auditor  
Planning Board/Zoning Board Solicitor  
Risk Management Consultant

Each submission to be considered shall comport to the criteria set forth herein:

- A. Should the applicant be a professional requiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than one (1) year.
- B. The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- C. The applicant shall submit a resume which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional):
  - 1. Full name and business address;
  - 2. A listing of post high school education of the application.
  - 3. Dates of licensure in the State of New Jersey and any other State;
  - 4. A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any office held therein;
  - 5. The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
  - 6. A listing of special accreditations held by the individual licensed professional or business entity.
  - 7. A list of previous public entities served by the business entity or licensed professional, indicating the dates or services and position held.
- D. The applicant shall submit its estimated cost to perform the services and how same was arrived at.

The appointing authority shall thereafter publicly select the professional or business

entity for the position so advertised based on the following criteria: (i) responsiveness to the required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the appointing authority and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the appointing authority; (v) availability to accommodate meeting and interface requirements with the appointing authority 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 appointing authority; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The appointing authority 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 appointing authority.

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

Marty R. Uzdanovics, Clerk  
Township of Elsinboro