

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
UNDER A FAIR AND OPEN PROCESS

I. Fair and Open Process

- A.** Any professional service entity or other business entity providing services to the Monroe Municipal Utilities Authority shall be subject to a fair and open process for selection. That fair and open process shall be set forth in Subsection B below which shall establish criteria for the fair and open process. Included in that criteria and made a part hereof, shall be some or all of the following: accessibility; understanding of the assignment, methodology/plan for accomplishing the assignment; general experience; experience specific to the assignment; sufficiency of resources to perform the task.
- B.** The fair and open process established by the Monroe Municipal Utilities Authority shall require the following:
- (1) The solicitation of proposals or qualifications for any professional position Service contract, or other contract not subject to bidding pursuant, to N.J.S.A 40A:11:5 that shall expire as of December 31, 2018 shall be advertised on the Authority's website, in sufficient time to give notice in advance of the contract solicitation. The advertised notice shall set forth the name of the position or contract which is to become open, set forth the criteria to be considered and materials required to be submitted by the applicant/proposer and a date, time and place when the proposals or qualifications shall be publicly opened.
 - (2) Should the applicant/proposer be a professional acquiring licensure in the State of New Jersey, said applicant/proposer shall be licensed for a period of not less than five (5) years.
 - (3) If the applicant/proposer is not a professional and/or the contract to be awarded is not a professional services contract, the applicant/proposer shall provide a "Certificate of Good Standing" or other similar document evidencing that it is authorized to do business in the State of New Jersey.

- (4) The applicant/proposer 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):
- (a) Full name and business address;
 - (b) A listing of all post high school education of the applicant/proposer;
 - (c) Dates of licensure in the State of New Jersey and any other State;
 - (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with any indication as to any offices held therein;
 - (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant/proposer;
 - (f) A listing of all special accreditations held by the individual licensed professional or business entity;
 - (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held.
- C. The Monroe Municipal Utilities Authority Board of Directors shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved by resolution.
- D. The awarded contact shall be publicized in the official newspaper of the Authority for publication of notices in accordance with N.J.S.A. 40A:11-5.
- E. Consistent with the provisions of N.J.S.A. 19:44A-20-7, the Authority's determination of what constitutes a fair and open process shall be final. Fair and open may necessarily be implemented differently for different categories of procurement depending on the subject matter of the procurement, and the nature and nuances, of the industry providing the service or project, but in every instance, the principles of fair and open shall be maintained.

- F.** The purpose of the Request for Qualifications is to comply with the provisions of N.J.S.A. 19:44A-20.4 et seq. The definitions as set forth in that statute are referred to and incorporated into this Request for Qualifications.
- II.** Each submission is to be sealed and shall only be considered if in accordance with the criteria set forth herein. All Request for Qualifications are to be submitted to the Authority's Business Office no later than November 14, 2018 at 10:00 a.m. The Authority's Board of Directors shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved by resolution.