

ORDINANCE 23 - 2005**ORDINANCE ESTABLISHING A FAIR
AND OPEN PROCESS FOR THE
AWARD OF PROFESSIONAL SERVICE AGREEMENTS**

WHEREAS, Professional Entities and persons are exempt from the provisions of the "Local Public Contracts Law" as set forth at NJSA 40A:11-5; and

WHEREAS, the Borough of Woodbury Heights has recognized that there is a need for a fair and open process for the award of Professional Service Contracts in order to address the concerns of tax payers regarding political contributions and to engender trust in the process of local government and to insure that quality public services are received by public entities; and

WHEREAS, the State of New Jersey has enacted NJSA 19:44A-20.5 which bars any municipality, agency or instrumentality thereof from entering into a contract in excess of Seventeen Thousand Five Hundred (\$17,500.00) Dollars with a business entity that has made a political contribution reportable pursuant to NJSA 19:44A-1, et seq, to any municipal committee of a political party in that municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded or to any candidate committee of any person serving in an elected public office of that municipality when the contract is awarded unless said contract is awarded pursuant to a fair and open process;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Woodbury Heights, County of Gloucester and State of New Jersey, as follows:

SECTION I: PURPOSE. It is the intent and purpose of this Ordinance to establish a fair and open process for the award of certain professional service agreements for the Borough of Woodbury Heights.

SECTION II: ADOPTON.

A. Prohibition on Award of Certain Public Contracts. Any other provision of the law or Ordinances to the contrary notwithstanding, the Borough, or any agency, Board or instrumentality thereof, shall not enter into a contract having an anticipated value in excess of Seventeen Thousand Five Hundred (\$17,500.00) Dollars as determined in advance and certified in writing by the Borough, agency or instrumentality with a business entity, except a Contract awarded pursuant to a fair and open process, that has made a political contribution that is reportable by the receipt under NJSA 19:44A-1, et seq, to any Municipal committee of a

political party in the Borough if a member of that political party is serving in an elective public office of that municipality when the Contract is awarded or to any candidate committee of any person serving in an elective public office of the Municipality when the Contract is awarded; and

A business entity that has entered into a Contract having an anticipated value in excess of Seventeen Thousand Five Hundred (\$17,500.00) Dollars with the Borough or any agency or instrumentality thereof, except a Contract that is awarded pursuant to a fair and open process, shall not make such a contribution reportable by the recipient under NJSA 19:44A-1, et seq. to any Municipal Committee of a political party in the Township if a member of that political party is serving in an elected public office of the Borough when the Contract is awarded or to any candidate committee of any person serving in an elective public office of the Borough when the Contract is awarded, during the term of that Contract.

A. Fair and Open Process: Any professional service entity or other business entity providing services to the Borough of Woodbury Heights shall be subject to a fair and open process subject to the criteria established by NJSA 19:44A-20.4, et seq. The fair and open process shall be as set forth in Subsection B below which shall establish a criteria for same.

B. The fair and open process established by the Borough of Woodbury Heights shall require the following:

1. Any professional position or service contract not subject to bidding that shall expire as of December 31 of that calendar year shall be advertised in the official newspaper of the Borough not later than December 16th of each year. The published Notice shall set forth the name of the position or Contract which is subject to appointment and set forth the minimum criteria to be considered and the submission of qualification statements to be submitted by any Applicant.

2. If the Applicant is a professional requiring licensure by the State of New Jersey, said Applicant shall be licensed for a period of not less than five (5) years;

3. The Applicant shall submit an Affidavit or similar document evidencing that the professional license is not presently suspended or revoked;

4. The Applicant shall submit a qualification statement in the format of a 'resume' which shall include, but not be limited to the following (as applicable to any business entity or individual professional):

(a) Full name and business address;

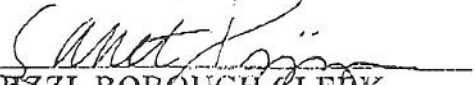
- (b) Listing of all post-high school education of the Applicant;
- (c) Date of licensure in the State of New Jersey;
- (d) A listing of any professional affiliations or memberships in any professional societies or organizations;
- (e) The number of licensed professionals employed by or affiliated with the business entity or the business entity which employs the Applicant;
- (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 position held.

C. The Mayor, Borough Council or other agency or instrumentality of the Borough of Woodbury Heights shall select the professional or business entity for the position so advertised, which selection shall thereafter be confirmed or approved as required by law or Ordinance.

BE IT FURTHER ORDAINED, that this Ordinance shall take effect after adoption and publication according to law.

NOTICE

The foregoing Ordinance was introduced at a Regular Meeting of the Mayor and Borough Council of the Borough of Woodbury Heights conducted on December 14, 2005 and will be considered for final hearing and adoption at a meeting to be held on the *29th* day of *December*, 2005, at 7:30 P.M., at which time any objections hereto may be heard.


~~JANET PIZZI, BOROUGH CLERK~~

**PUBLIC NOTICE
BOROUGH OF WOODBURY HEIGHTS
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 NJSA 40A:11-5, will be received by the Clerk of the Borough of Woodbury Heights. All qualification statements should be submitted to the Clerk at the Municipal Building, 500 Elm Avenue, Woodbury Heights, New Jersey, 08097, on or before December 16, 2005 at 11:00 A.M. in sealed envelopes addressed to the Clerk and identifying the person/entity submitting the proposal. All such submissions will be opened by the Clerk on December 16, 2005 at 11:00 A.M. and recorded.

Qualification statements, in the format of a resume', for the following professional services will be accepted:

Municipal Attorney
Municipal Engineer
Municipal Auditor
Municipal Prosecutor
Municipal Public Defender
Combined Planning/Zoning Board Attorney
Combined Planning/Zoning Board Engineer

Each submission shall include the following information:

(1) If the Applicant is a professional requiring licensure in the State of New Jersey, said Applicant shall be licensed for a period of not less than five (5) years;

(2) The Applicant shall submit an Affidavit or a "Certificate of Good Standing" evidencing that the professional license is not presently suspended or revoked;

(3) All Applicants shall submit a resume' which shall set forth the following minimum information (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 Applicant;
- (c) Dates of professional licensure in the State of New Jersey;
- (d) A listing of any professional affiliations or memberships in any professional societies or organizations;

(c) The number of licensed professionals employed by or affiliated with the business entity or business entity which employs the Applicant;

(f) A listing of all special accreditations held by the individual licensed professional or business entity;

(g) A listing of all previous public entity served by the business entity or licensed professional including positions held.

The Borough appointing authority shall thereafter publicly select the professional or business entity for the applicable position so advertised which shall thereafter be confirmed or approved as required by law or Ordinance.

BOROUGH OF WOODBURY HEIGHTS
JANET PIZZI, BOROUGH CLERK

Hgrs05.Public Notice

**INVITATION FOR QUALIFICATION
STATEMENTS FOR PROFESSIONAL SERVICES
BOROUGH OF WOODBURY HEIGHTS**

PURPOSE: The following procedures are established to provide for a fair and open process in contracting for certain professional services based on qualifications. This Invitation extends to all qualified individuals or entities interested in appointment to the following professional service positions for the next calendar year in the Borough of Woodbury Heights:

Municipal Solicitor
Municipal Engineer
Municipal Auditor
Combined Planning/Zoning Board Engineer
Combined Planning/Zoning Board Solicitor
Municipal Prosecutor
Municipal Public Defender

QUALIFICATION STATEMENTS: Any interested person/entity should submit a Qualification Statement, in the format of a resume', which must include the following information in addition to such further information that an applicant may wish to be considered:

1. If the Applicant is a professional service provider requiring licensure in the State of New Jersey, Applicants should certify having been licensed for a period of not less than five (5) years;
2. Applicants should submit an Affidavit or a "Certificate of Good Standing" evidencing that the professional license is not presently suspended or revoked;
3. Full name and business address;
4. Listing of all post-high school education of Applicant including degrees or certificates awarded;
5. Dates of professional licensure in the State of New Jersey;
6. Listing of any professional affiliations or memberships in any professional societies or organizations;
7. The number of licensed professionals employed by or affiliated with the business entity or business entity which employs the Applicant;
8. Listing of all special accreditations, including professional certifications, held by the individual licensed professional or business entity;

9. Listing of all previous public entities for which the Applicant has provided services together with a listing of all current public entities now employing or contracting with Applicant.

BASIS FOR SELECTION. The Borough of Woodbury Heights intends to engage qualified individuals based upon qualifications. Qualifications will be determined using the following criteria:

1. Experience;
2. Educational qualifications;
3. Ability to perform the service or activity in an efficient and timely fashion which may include consideration of Applicant's other professional engagements, staffing and potential conflicts of interest;
4. Interviews with professional applicants if deemed necessary by the Borough;
5. Any special skills, professional certifications or professional affiliations of Applicant.

11gts.05/Invitation For Qualification

