(Note items in italics are to be filled in locally as appropriate)

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR *<INSERT PURPOSE>*

 WHEREAS, the <*local unit>* has a need to acquire *<describe goods or services to be provided>* as a non-fair and open contract pursuant to the provisions of <*N.J.S.A. 19:44A-20.4 or 20.5 as appropriate>*; and,

WHEREAS, the <*purchasing agent or other individual>* has determined and certified in writing that the value of the acquisition will exceed $17,500; and,

WHEREAS, the anticipated term of this contract is *X* year(s) *<and may be extended x times as approved by this governing body>;* and

WHEREAS, *<name of business entity>* has submitted a proposal *<date of proposal>* indicating they will provide the *<description of goods and services>* for the *<insert price proposal>*; and

WHEREAS, <*name of business entity*> has completed and submitted a Business Entity Disclosure Certification which certifies that <*name of business entity*> has not made any reportable contributions to a candidate committee in the *<name of agency with the elected officials>* in the previous one year, and that the contract will prohibit the *<name of business entity>* from making any reportable contributions through the term of the contract, and

WHEREAS, *(agency language complying with certification of the availability of funds requirements – N.J.A.C. 5:30-5.4>.*

 NOW THEREFORE, BE IT RESOLVED that the <*form of government*> of the <*local unit*> authorizes the <*name of official*> to enter into a contract with <*name of business entity*> as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution. a*nd,*

*(BE IT FURTHER RESOLVED that <insert agency language on publication of notice if required>)*