

TOWN OF BELVIDERE  
WARREN COUNTY, STATE OF NEW JERSEY

PAY TO PLAY LAW

**FAIR AND OPEN PROCESS**

The Town of Belvidere shall utilize the fair and open process delineated below to select the business entity, including those providing professional services, to which the Town shall enter into such contract. In accordance with Ch. 19, P.L. 204, the criteria delineated below as to what constitutes a fair and open process is the final decision of the Town of Belvidere.

The Town shall require that any entity responding to the request for qualifications shall include, at a minimum the follows:

- a. Full name and business address;
- b. Any professional licenses held by the applicant in the State of New Jersey or any other State including a “certificate of good standing” or other documents evidencing that the license is not presently suspended or revoked;
- c. The number of licensed professionals employed by, or associated with, the applicant;
- d. A listing of all degrees (college, and/r graduate degrees) held by the applicant and any associated professionals in the business entity;
- e. A listing of all public entities for whom the business entity has had a contractual relationship, either currently or previously, including the dates of service and the position held;
- f. A listing of any professional affiliations or membership in any professional societies or organizations, including any offices or honors held.

**MANDATORY ITEMS:**

- g. Business Entity Disclosure Certification
- h. NJ Business Registration Certificate
- i. Professional Services Agreement
- j. Certificate of employee information report
- k. Certificate of Insurance

The Town of Belvidere shall review the responses to the request for qualifications and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. The resolution awarding the contract shall

state that the contract was awarded after a fair and open process and shall state the number of responses received.

Contracts subject to the Fair and Open Process delineated herein are subject to additional requirements as provided by ordinances adopted by the Town of Belvidere and any other applicable laws including, but not limited to, the Local Public Contracts Law.

#### SELECTION CRITERIA

1. Qualifications of the individuals who will perform the tasks and the amount of their respective participation;
2. Experience in providing the services requested by the Town of Belvidere and references related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Town of Belvidere;
4. Recent, current and projected work load of the individual or firm;
5. Thoroughness and completeness of the applicant's submission;

#### SOLICITATION FOR QUALIFICATION SHALL BE FOR THE FOLLOWING:

1. Municipal Attorney
2. Registered Municipal Auditor
3. Municipal Bond Counsel