

**This is a combined request for FY 2018 Qualifications (RFQ) and Request for Proposal (RFP) form.** This form will be used by the Tabernacle Township Committee as a basis for making professional service appointments. Proposals, including rates in Excel Spreadsheet, shall be provided electronically to [Lastwpcclerk@townshipoftabernacle-nj.gov](mailto:Lastwpcclerk@townshipoftabernacle-nj.gov) and **two (2) copies** submitted in a **sealed envelope**, marked on the outside with "Submission of Qualifications/ Proposal for (Name of Position)" to the Municipal Clerk, 163 Carranza Road, Tabernacle, NJ 08088, **no later than 12:00 Noon on January 17, 2018.** This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq.

### REQUIREMENTS FOR QUALIFICATION

The requirements listed below are the minimum requirements necessary in order to have your request for proposal considered.

#### **For Township Public Defender**

At least two (2) years experience as a public defender in Municipal Court.

Please explain how you or your firm meets the minimum requirements. (Use separate sheets if needed).

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#### **Received by Tabernacle Township on**

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Meets Qualifications  Does Not Meet Qualifications

### REQUEST FOR PROPOSAL

Please provide the following information: Proposals will be evaluated by the Tabernacle Township Committee on the basis of the most advantageous price and other factors listed below.

1. Names, title and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township.
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the municipality.
8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.