

BOROUGH OF HAWORTH
CRITERIA FOR SUBMISSION OF PROPOSALS FOR PROFESSIONAL CONTRACTS
UNDER THE FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication for submission of proposals that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Haworth as the basis of an award for professional services most advantageous to the Borough:

- I. Resume and letter application for professional position including all documentation that provides the following evaluation by the Mayor and Council:
 - a. Experience and reputation in the field of the position sought.
 - b. Knowledge in the area of expertise for the position sought.
 - c. Experience and knowledge of the Borough of Haworth.
 - d. Availability to accommodate any required meeting of the Borough.
 - e. Designated professional and support staff and location of firm's offices.
 - f. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Haworth.
 - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
 - h. A proposed fee schedule and basis of computation of fees and costs incurred in providing the required service, e.g., time and materials, fee per appearance or service item, etc.
 - i. A listing of all political contributions to candidate committees, joint and individual, political party committees, PAC's and continuing political committees, Legislative Leadership Committees and any other entities required to report to NJ Election Law Enforcement Commission.
- II. Selection of professionals shall be solely on the Mayor and Council's evaluation of the submitted material in the criteria set forth in this document.
- III. Submit all materials (one bound and two unbound) in a separate labeled sealed envelope for each position sought addressed to Ann Fay, Municipal Clerk, Borough of Haworth, 300 Haworth Avenue, Haworth, NJ 07641 to be received on or before 3:00 PM on Tuesday, December 13, 2016.

BOROUGH OF HAWORTH
Ann Fay, Municipal Clerk