

**Public Notice  
Borough of Haworth  
Fair and Open  
Request for Qualifications, 2017**

The Borough of Haworth (the Borough) is soliciting qualification statements from interested persons and/or firms for the awarding in 2016 of contracts for the provision of the services listed below by a request for qualification process (“RFQ”). Individual persons and/or firms interested in assisting the Borough with the provision of these services must prepare and submit a qualification statement in accordance with the procedure in this RFQ. The Borough will review qualification statements only from those persons or firms that submit a qualification statement that includes substantially all the information required to be included as described, in the sole judgment of the Borough’s Mayor and Council.

The Borough intends to qualify person(s) and/or firm(s) that: (a) possess(es) the professional, financial, and administrative familiarity with the Borough, experience, training, and capabilities to provide the proposed services, and (b) agrees and meets the terms and conditions determined by the Borough that provide the greatest benefit to the taxpayers of the Borough.

The selection of qualified respondents is not subject to the public bidding or competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* The selection is, however, subject to the fair and open process authorized by the New Jersey Local Unit Pay to Play Law, N.J.S.A. 19:44A-20.4 *et seq.* The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a qualification statement in response to RFQ.

Qualifications shall be submitted in a sealed envelope labeled “RFQ” and the position sought (separate envelope for each position). Interested parties may receive criteria for the various positions from the Office of the Municipal Clerk by calling 201-384-4785 prior to submission of qualifications. The criteria will also be posted on the Borough Website – [www.haworthnj.org](http://www.haworthnj.org).

Qualification statements must be submitted to and be received by Ann E. Fay, Borough Clerk/Administrator, at the office of the Borough Clerk, 300 Haworth Avenue, Haworth, NJ 07641, on or before 3:00 PM on Tuesday, December 13, 2016. Qualification statements will not be accepted by facsimile transmission or e-mail. The responses will be opened at 3:30 PM on Tuesday, December 13, 2016, in the Office of the Borough Clerk for review by the Mayor and Council.

Professional services proposals for the following positions are hereby requested:

Auditor	Alternate Prosecutor
Bonding Attorney	Risk Manager
Prosecutor	

The Borough’s Mayor and Council reserve the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27-1 *et seq.*, if applicable.

Ann E. Fay RMC, CMC  
Borough Clerk/Administrator