

## **REQUESTS FOR PROPOSALS PROFESSIONAL SERVICES**

**ALL PROPOSALS FOR PROFESSIONAL SERVICE CONTRACTS SHALL INCLUDE AT A MINIMUM, THE FOLLOWING INFORMATION/DOCUMENTATION:**

1. Names and roles of individuals who will perform the task along with a description of experiences with projects similar to the matter being advertised.
2. A list of references with addresses and telephone contact numbers and verifiable records of success.
3. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address of key staff.
4. Fee schedule for the year 2013; detailing hourly rates for all staff that will be or potentially will be assigned, plus any other charges not reflected on the hourly fee schedule (i.e. mileage, postage, photocopying).
5. Contracts will be awarded on the basis of qualifications and the cost of services. The cost of services will be a consideration, however, the qualifications to perform the required services will carry substantial weight in the decision making process.
6. Individuals/Firms appointed to provide a Professional Service will be required to supply, at the time of contract execution, the following:
  - A Certificate of Insurance issued by an insurance carrier authorized to do business in the State of New Jersey reflecting the amount of professional liability insurance in effect during the contract period.
  - Proof of appropriate licensing.
  - Completion of statutory Affirmative Action information/documentation.
  - A copy of your New Jersey Business Registration Certification.
  - The most recent peer review report (for auditors only).

**All proposals are to be submitted to the Township Clerk no later than 3:00 p.m. on February 8, 2013. Proposals received after the deadline will not be considered.**