

LEGAL NOTICE

BOROUGH OF CLOSTER

**County of Bergen
State of New Jersey**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A020.4, 20.5 et seq. The Borough of Closter shall pursue a “Fair and Open Process” as defined in N.J.S.A. 19:44A020.7 for awarding contracts for two 2020 positions as set forth more fully below, and hereby solicit qualifications in the form of resumes and letter applications for the below stated positions of the Borough of Closter, which shall be submitted to the Borough Clerk at 295 Closter Dock Road, Closter, New Jersey 07624 with documentation showing qualifications and compliance with the criteria set forth by the Borough and by State Statute. **All qualifications (9 copies) shall be submitted in a sealed envelope to the Borough Clerk to be received no later than 10:00 a.m. March 4, 2020.** Interested parties may receive criteria for the various positions from the office of the Borough Clerk prior to submission of qualifications.

Notice of the awarding of a contract, if any, for the position will be published as required by statute in a newspaper of general circulation within the Borough. Interested parties may receive criteria for the various positions from the office of the Borough prior to submissions of qualifications. Qualifications for professional services for the following positions are hereby requested:

**Risk Management Consultant
Financial Advisory Services**

Loretta Castano, RMC
Borough Clerk, Borough of Closter

BOROUGH OF CLOSTER
Criteria for Submission of Qualifications for
Professional Contracts Under the
Fair and Open Process

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

- I. Resume with letter application for professional position including all documentation that provides the following for evaluation by the Borough Council:
 - a. Experience and reputation in the field for the position sought.
 - b. Knowledge of expertise for the position sought.
 - c. Experience and knowledge of the Borough of Closter.
 - 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 by the Borough of Closter.
 - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
 - h. Enumerated Services that would be subject to an annual retainer and the amount of such retainer.
 - I. Enumerated Services that would be excluded from the annual retainer and the rate thereof.
- II. Selection of professionals shall be solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.
- III. **Submit all materials in a sealed envelope addressed to Loretta Castano, RMC, Borough Clerk, Borough of Closter, 295 Closter Dock Road, Closter, New Jersey, to be received on or before 10:00 a.m. on March 4, 2020 (9 copies each).**