

**WEST DEPTFORD TOWNSHIP**

**RESOLUTION 2017-137**

**A RESOLUTION AUTHORIZING THE ADVERTISING OF A FAIR AND OPEN PROCESS FOR THE  
AWARDING OF 2017 PROFESSIONAL SERVICES CONTRACT FOR AN AFFORDABLE HOUSING  
PLANNER FOR WEST DEPTFORD TOWNSHIP**

**WHEREAS**, West Deptford Township requires the services of an **Affordable Housing Planner**;  
and

**WHEREAS**, West Deptford Township will advertise for Proposals for Professional Services for  
the balance of the calendar year 2017 on April 6, 2017; and

**WHEREAS**, the retaining the services of qualified professionals for such positions has long  
been exempt from "public bidding" by N.J.S.A. 40A:11-5(a) due to the important policy consideration of  
allowing a public body to appoint candidates they deem to be most qualified and advantageous to the  
needs and goals of the public body; and

**WHEREAS**, N.J.S.A. 19:44A-20.7 permits West Deptford Township to establish a "fair and open  
process" that allows for public solicitation of qualifications of persons interested in providing such  
services; and

**WHEREAS**, West Deptford Township has determined that establishing such a process protects  
its right to appoint the most qualified candidates while making the process more open and competitive.

**NOW THEREFORE BE IT HEREBY RESOLVED** by the West Deptford Township Committee  
as follows:

1. There is hereby established a "Fair and Open Process" for the awarding of Professional  
Services contracts for Affordable Housing Planner, and may be expected to exceed \$17,500.00;

2. The Fair and Open Process shall be as follows:

a. West Deptford Township shall cause to be advertised a notice of solicitation of  
qualifications for such positions in a form substantially similar to Exhibit "A" attached hereto. Said  
notice shall be published at least 10 calendar days in advance of the date set forth therein as the  
deadline to submit proposals.

b. West Deptford Township shall make the necessary arrangements to publicly  
open and announce all proposals received. West Deptford Township shall forthwith thereafter review all  
proposals received and transmit them to the West Deptford Township Committee members with a  
summary report and recommendations.

c. Award of any contracts based on the submissions received shall be made by  
Resolution of West Deptford Township at an open public meeting, after receipt of the materials from the  
West Deptford Township Purchasing Agent.

**ADOPTED** at the annual Reorganization Meeting of the Township Committee of the Township  
of West Deptford held on April 5, 2017.

WEST DEPTFORD TOWNSHIP

  
\_\_\_\_\_  
DENICE DICARLO, MAYOR

ATTEST:

  
\_\_\_\_\_  
Amy Leso, Registered Municipal Clerk

CLERK'S CERTIFICATION

I, Amy Leso, RMC, hereby certify the above to be a true copy of a resolution adopted by the West Deptford Township Clerk at their Meeting held on Wednesday April 5, 2017.


  
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Amy Leso, Registered Municipal Clerk

Exhibit A  
**PUBLIC NOTICE**

West Deptford Township is soliciting proposals through a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.7 for the following positions: **Affordable Housing Planner.**

Interested applicants must submit one (1) original proposal **CLEARLY** marked as **original**, one (1) electronic copy and eight full complete copies of the required information by mail to **Attention: Barbara Lamplugh, Purchasing Agent, 400 Crown Point Road West Deptford, New Jersey 08086 to be received no later than 11:00 a.m. on Friday, April 21, 2017** at which time all proposals received shall be publicly opened and announced by the Purchasing Agent or her designee. The information to be submitted in order to be considered is as follows: professional resume and/or other materials which shall include at a minimum full name and business address; dates of licensure in the State of New Jersey, if applicable; a listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein; the number of licensed professionals employed by/affiliated with the applicant; a listing of all special accreditations held by the individual licensed professional or business entity; and a listing of all previous public entities served by the business entity or licensed professional, indicating the dates of service and position held. The applicant shall also submit the proposed rate(s) of compensation that is requested.

Proposals will thereafter be received by West Deptford Township, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the required submissions as outlined in the Request for Proposal; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of West Deptford Township and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of West Deptford Township; (v) availability to accommodate meeting and interface requirements with West Deptford township for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of West Deptford Township; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

West Deptford Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of West Deptford Township.

West Deptford Township's determination of the applicant who is most advantageous to the goals and objectives of the Township shall be final and conclusive.

**By order of the Mayor and Township Committee of the TOWNSHIP OF WEST DEPTFORD.**