

WEST DEPTFORD TOWNSHIP

RESOLUTION 2017-199

RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AUTHORIZING A FAIR AND OPEN PROCESS FOR THE AWARDING OF 2017 PROFESSIONAL SERVICE CONTRACT FOR WEST DEPTFORD TOWNSHIP

WHEREAS, West Deptford Township requires the services of an Insurance Broker and

WHEREAS, West Deptford Township will advertise, receive and open Proposals for Professional Service for the calendar year 2017 on June 20, 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 the position of Insurance Broker 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 a meeting of the Township Committee of the Township of West Deptford held Wednesday, June 7, 2017.

TOWNSHIP OF WEST DEPTFORD


DENICE DICARLO, MAYOR

ATTEST:


Lee Ann DeHart, Registered Municipal Clerk

CERTIFICATION

I, Lee Ann DeHart, Registered Municipal Clerk, of the Township of West Deptford, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting of the Township of West Deptford held on June 7, 2017.


LEE ANN DEHART, 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 position of **Insurance Broker**.

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 Tuesday, June 20, 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 of the Township Of West Deptford