

## REQUEST FOR QUALIFICATIONS FOR MUNICIPAL JUDGE

The Township of Andover solicits statements of qualification for applicants for appointment to the Judge of the Joint Municipal Court. Responses should address the general criteria for the position sought and the desired compensation package. All responses will be treated as confidential and reviewed only by the Mayor and Township Committee, unless otherwise required by law. Sealed proposals will be received by the Administrator of the Township of Andover, 134 Newton Sparta Road, Newton, NJ 07860, no later than close of business on September 9, 2022. Please Submit six (6) copies of your proposal. Responses will be reviewed by the Mayor and Township Committee. Appointments shall be subject to the execution of an appropriate contract.

The Township of Andover hereby reserves its rights and does not have the obligation to interview any or all of the responders. The Township of Andover further has the right to request clarifying information subsequent to the submission of the proposal.

### **Proposal Evaluation Criteria:**

The selection will be based on the Township's evaluation of proposals in accordance with the responses received to the criteria outlined below.

The proposal must include specific responses which demonstrate the ability of the individual and proposed methodology to meeting the requirements summarized below:

1. Relevance and extent of qualifications of the proposer-
2. Adequate proposal meeting the technical requirements of this request-
3. Experience with similar New Jersey municipal engagements-
4. Knowledge of the subject matter-
5. Past performance and qualifications-

### **Applicants'/Proposers' Responsibility in Responding to Request for Proposals**

The applicant/proposer shall in response to the Township's Request for Proposals, at a minimum, include the following information:

1. Full name and business office address. Description of relevant experience in New Jersey municipal work, and description of services provided specifically to the Township of Andover, and three (3) New Jersey municipal agency references with contact names, titles and phone numbers.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposals, including technical certifications.
3. Dates of licensure, if any, in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of the Township.

4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. A statement detailing how the responder meets the minimum qualifications.
6. Any existing or potential conflicts of interest. Disclose any representation of parties or other relationship that might be considered a conflict of interest with regard to this engagement, or Commissioners.
7. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
8. Proposed cost of the service(s) or activities. The proposed cost should be stated on an annual basis.
9. **Financial Disclosure.** The applicant/proposer if required by law, shall file a Financial Disclosure Statement pursuant to Local Government Ethics Law *N.J.S.A. 40A:9-22(1) et seq.*

### **Municipal Judge**

**GENERAL CRITERIA:** The Township of Andover desires to appoint a New Jersey licensed attorney to represent the Township of Andover as a Municipal Judge. This position will serve the Township of Andover Joint Municipal Court. Court Sessions are held the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Wednesdays of the Month, beginning at 9:00AM. Must be accessible on an as needed basis to the Court Administrator and law enforcement agencies. As per N.J.S.A. 2B:12-4 must be licensed and practicing New Jersey Attorney at Law with a minimum of 5 years' experience and be a current member in good standing with the State of New Jersey Bar Association. Applicants are encouraged to submit information demonstrating particular knowledge providing professional services to the Municipal Court and any relevant knowledge of the Township of Andover.