

Borough of Matawan

Public Notice

BOROUGH OF MATAWAN CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL CONTRACT FOR MANAGEMENT ENHANCEMENT REVIEW SERVICES UNDER THE FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in the position set forth more fully in a notice of publication authorized by the Mayor and Council of the Borough of Matawan by Resolution of January 1, 2019, 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 Matawan as the basis of an award for professional services most advantageous to the Borough:

1. Resume and letter application for contract for Management Enhancement Review Services 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 the area of expertise for the position sought in Management Enhancement Review.
 - c. Experience and knowledge of the Borough of Matawan.
 - d. Availability to accommodate any required meeting of the Borough.
 - e. Designated professional and support staff and location of firm's offices.
 - f. Ability to evaluate management efficiency of all the departments.
 - g. References in general and in particular from municipal entities where the professional has conducted a Management Enhancement Review, within the past twelve months, as sought in the Borough of Matawan. Respondent must enclose a copy of their most recent Management Enhancement Review report that was completed within the past twelve months.
 - h. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
 - i. Provide cost estimate and hourly rates for this project.
2. Selection of professionals shall be solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.

All responses shall be submitted to Karen Wynne, Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 no later than 10:00 AM, Thursday, February 7, 2019.

Responses shall be submitted in the following manner: one (1) printed copy and one (1) copy submitted in electronic format (CD). All responses are to be clearly labeled which shall include the following information: Borough of Matawan, Name and Address of Respondent, Year and Position (or Appointment Respondent is applying for), and Date of Response.

Responses are being solicited in accordance with fair and open process as set forth by PL 2004, Chapter 19 (as amended by PL 2005, c 51) NJSA 19:44-20.4 et seq.

A copy of the request for qualifications document may be obtained at the Office of the Borough Clerk, Borough of Matawan, 201 Broad Street, Matawan, NJ during normal business hours, by contacting the Clerk at karen.wynne@matawanborough.com or on the Borough's website www.matawanborough.com.

Karen Wynne, RMC
Municipal Clerk