

**PROFESSIONAL SERVICES CONTRACT FOR GRANT ADMINISTRATOR
TO BE AWARDED BY CRITERIA ESTABLISHED PURSUANT TO N.J.S.A.
19:44-01 ET.SEQ.**

The Township of Haddon solicits statements of qualification for applicants for appointment to the following professional position-Grant Administrator. Responses should address the general criteria and mandatory minimum criteria for the position sought. All responses will be treated as confidential and reviewed only by the Board of Commissioners, unless otherwise required by law. Responses (4 copies) must be received in the Office of the Township Clerk, Township of Haddon Municipal Building, 135 Haddon Avenue, Westmont, NJ 08108 no later than 10:00 AM, Thursday, December 1, 2022. All submissions MUST be properly marked "Request for Qualifications" noting the professional service for Grant Administrator. Responses will be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Please note submissions will only be accepted if received at the Municipal Building during normal business hours which are between 8:30 AM to 4:30 PM, Monday through Thursday, not including holidays. In the event, a Proposal is attempted to be delivered at a time when the Municipal Building is closed, the Township reserves the right to reject said Proposal.

Responses must comply with the regulations set forth at N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 "Affirmative Action Regulations", and evidence of compliance must be included. A copy of the New Jersey Business Registration Certificate and a contract document along with a fee schedule, must accompany each submission.

Responses will be reviewed by the Board of Commissioners. All appointments will be announced at a public meeting. Unless otherwise noted appointment shall be for the calendar year of 2023 and subject to the execution of an appropriate contract.

Proposals sent by electronic, telegraphic or facsimile devices are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal either by express courier, postal service or hand-delivery. The Township shall not be responsible for premature opening or late delivery of proposals not properly marked or addressed, or for late delivery by mail or delivery service.

The Township reserves the right to accept or reject any or all Proposals when deemed to be in the best interest of the Township.

GRANT ADMINISTRATOR

GENERAL CRITERIA: The Township of Haddon desires to hire a consultant to assist in the application, processing, reporting, auditing and exercising of federal, state and local grants.

MANDATORY MINIMUM REQUIREMENTS:

1. The applicant must have at least five (5) or more years' experience in the profession including exposure to issues likely to be of assistance in serving as a Grant Writer.
2. The applicant must have the ability to attend meetings of the Township when necessary.
3. The applicant must list past and present public entities represented as a Grant Writer.
4. The applicant must provide other factors, if demonstrated to be in the best interest of the Township.

**Applicants'/Proposers' Responsibility in Responding to
Township's Request For Proposals for Professional Services**

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

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's Request for Proposals. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
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.
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. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
6. A listing of all previous Public Sector entities served by the applicant/proposer licensed professional including dates of service and position(s) held.
7. Proposed cost of the service(s) or activities, including the hourly/ weekly/monthly rate of individuals who will perform the services or activities. The proposed cost should include:
 - a. Meetings.
 - b. Site visits and expenses.
 - c. Expenses for travel, postage and telephone excluded from the hourly rate.
 - d. Additional services defined beyond the scope of regular services.
8. **Insurance.** The applicant/proposer, shall provide documentation that insurance for professional liability coverage with limits as to liability acceptable to the Township of Haddon.
9. **Financial Disclosure.** The applicant/proposer as a "professional", 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.*

10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer as a “professional” shall file a statement as to compliance with *N.J.S.A. 10:5-1 et seq.* (Laws Against Discrimination) and P.L. 1975, c.127 (Affirmative Action).

11. Enclose copy of New Jersey Business Registration Certificate.

12. Completion of Affidavit of Compliance with Chapter 97 of the Code of the Township of Haddon regarding awarding of professional contracts: Limitations on Political Contributions by Vendors (Pay to Play).

13. The applicant/proposer shall submit four (4) copies of their proposal for review and consideration by the Mayor and Commissioners.

14. Failure to comply with any item above may disqualify your submission

Basis for Award of Contract/Agreement for Professional Services

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.

2. Experience and references.

3. Ability to perform the service or activity in a timely fashion, including staffing and the staff’s familiarity of the service or activity.

4. Cost Competitiveness.

5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in the applicant’s/proposer’s proposal.

4. All awards or waivers will be made by resolution acted on by the Board of Commissioners at a Township meeting.

5. All awards are subject to availability of funds.

**AFFIDAVIT OF COMPLIANCE WITH CHAPTER 97 OF THE HADDON TOWNSHIP CODE
REGARDING AWARDING OF PROFESSIONAL CONTRACTS; LIMITATIONS ON
POLITICAL CONTRIBUTIONS BY VENDORS (PAY TO PLAY)**

- A. Although professional services contracts and certain other contracts for goods and services are exempt from the competitive bidding requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the Commissioners deem it appropriate, and consistent with the provisions of New Jersey legislation, now codified at N.J.S.A. 19:44A-20.1 et seq., to henceforth award such contracts through a competitive, quality-based, fair and open process, unless a specific determination to the contrary is made by the Board of Commissioners.
- B. The Township of Haddon, or any agency or instrumentality thereof, shall not enter into a contract, including a professional services contract, or such other contract which is exempt from public bidding requirements, having a anticipated value in excess of \$17,500 as determined by the Township of Haddon or an agency or instrumentality, with a business entity, except through a contract that is awarded pursuant to a fair and open process if, during the preceding one-year period, that business entity has made a contribution that is reportable by the recipient under N.J.S.A. 19:44A-1 et seq., to any municipal committee of a political party if a member of that political party is in office as a member of the Board of Commissioners when the contract is awarded or to any public candidate committee of any person serving in an elected public office of the Township of Haddon when the contract is awarded.
- C. Any individual meeting the definition of a professional business entity under Chapter 97-3 of the Haddon Township Code may annually contribute a maximum of \$300 each for any purpose to any candidate for office, or \$300 to the Township of Haddon party, or \$300 to the Camden County party committee, or to a PAC referenced in Chapter 97, without violating Section 97-3(A) of the Haddon Township Code. However, any group of individuals meeting the definition of a professional business entity under this section, including such principals, partners, and officers of the entity in the aggregate, may not annually contribute for any purpose in excess of \$2,500 to all Township of Haddon candidates and officeholders with ultimate responsibility for the award of the contract, and all Township of Haddon or Camden County political parties and PACs referenced in Chapter 97 combined, without violating Section 97-3(A) of the Haddon Township Code. For purposes of this section, the office that is considered to have ultimate responsibility for the award of the contract shall be the Township of Haddon Commissioners.
- D. For purposes of Chapter 97, "professional business entity seeking a public contract" means an individual, including the individual's spouse, if any, and any child living at home; person; firm; corporation; professional corporation; partnership; organization; or association. The definition of a "business entity" includes all principals who own 10% or more of the equity in the corporation or business trust, partners, and officers in the aggregate employed by the entity as well as any subsidiaries directly controlled by the business entity.
- E. It shall be a breach of the terms of the Township of Haddon professional service agreement for a business entity to:
 - 1. Make or solicit a contribution in violation of Chapter 97;
 - 2. Knowingly conceal or misrepresent a contribution given or received;
 - 3. Make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
 - 4. Make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee of any candidate or holder of the public office of the Township of Haddon;
 - 5. Engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution which, if made or solicited by the business entity itself, would subject that entity to the restrictions of Chapter 97;
 - 6. Fund contributions made by third parties, including consultants, attorneys, family members, and employees;
 - 7. Engage in any exchange of contributions to circumvent the intent of Chapter 97; or directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of Chapter 97.
 - 8. Directly or indirectly, through or by any other person or means, do any act which would subject that entity to the restrictions of Chapter 97.

The undersigned attests under penalty of perjury they have not made a contribution in violation of Chapter 97 of the Code of the Township of Haddon.

Subscribed and sworn before me this _____ day of

_____, 20_____

(Notary Public)

(Signature)

My Commission expires:

Print Name and Title