

Township of North Hanover

PROFESSIONAL SERVICES AGREEMENTS

2024

SERVICES REQUIRED

1	Township Attorney
2	Township Auditor Services
3	Township Bond Counsel
4	Township Engineer
5	Township Planner
6	Joint Land Use Board Attorney
7	Joint Land Use Board Engineer
8	Joint Land Use Board Planner
9	Township Prosecutor
10	Township Public Defender
11	Township Conflict Public Defender
12	Insurance Broker/Risk Manager
13	Affordable Housing Administrative Agent
14	IT Services
15	Financial Advisor

**PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN
PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.**

NOTICE OF THE TOWNSHIP OF NORTH HANOVER

IN SOLICITATION OF A

PROFESSIONAL SERVICES AGREEMENT

For

[Insert Name of Professional Services]

The Township of North Hanover is seeking proposals for the above services for the calendar year 2024.

PROPOSALS ARE BEING SOLICITED THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.

All applicants must submit their proposals to Mary Picariello, RMC Township Clerk, 41 Schoolhouse Road, Jacobstown, New Jersey, by 3p.m., Eastern Standard Time, on **Thursday, December 7, 2023.**

Information to be addressed by the proposals:

Applicants should, please, refer to the portion of this notice found immediately below entitled **PROFESSIONAL SERVICES AGREEMENTS – 2024 AWARD CRITERIA.** The applicant will find the information that is required of the applicants and that applicants *must* address completely. Proposals that, upon Township receipt and review, fail to address all **AWARD CRITERIA** completely shall receive no further consideration.

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Township of North Hanover

PROFESSIONAL SERVICES AGREEMENTS

2024

AWARD CRITERIA

CRITERIA 1: QUALIFICATIONS

The applicant must specify the qualifications that the applicant asserts would address the services required. The qualifications would include, but not necessarily be limited to, education, advanced academic credentials, certifications, licenses, awards, formal recognitions, and affiliations.

CRITERIA 2: GENERAL EXPERIENCE

The applicant must provide evidence of general experience in performing the required services.

CRITERIA 3: SPECIFIC EXPERIENCE

The applicant must, to any specific extent possible, provide the applicant's direct experience in performing the required services for the Township of North Hanover.

CRITERIA 4: DOCUMENTATION:

The applicant must provide copies of the following:

1. State Business Registration
2. Valid Certificate of Employee Information Report and be sure all requirements for Affirmative Action, pursuant to P.L. 1975, C.127 (N.J.A.C. 17:27)
3. Certificate of Insurance
4. Disclosure of Investment Activities with Iran, P.L. 2012, C.25 (*Exhibit A*)

CRITERIA 5: COMPENSATION

The applicant must propose compensation for the services required. The basis for the proposed compensation must be demonstrated.

CRITERIA 6: REFERENCES

The applicant must provide three professional or business-related sources of reference and two personal sources of reference.

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Exhibit A

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Page 1 of 2

Bid Name: _____

Bid Due Date: _____

Bidder: _____

Part 1:

Pursuant to Public Law 2012, c.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the NJ Department of Treasury as a person or entity engaging in the investment activities in Iran. If the Director of the NJ Department of Treasury finds a person or entity to be in violation of the principles which are subject of this law, he/she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c.25, that the person or entity listed above for which I am authorized to bid/renew:

_____ is not providing goods or services of \$20,000,000 or more in energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

_____ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Township of North Hanover under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

