

## **FAIR AND OPEN PROCESS**

- A. Subsequent to the determination by the Township of Greenwich that a contract shall be in excess of \$17,500, the Township shall utilize the fair and open process delineated below to select the business entity, including those providing professional services, to which the Township shall enter into such contract. In accordance with Ch. 19, P.L. 2004, the criteria delineated below as to what constitutes a fair and open process is the final decision of the Township of Greenwich.

The Township is accepting proposals for:

### ***IT SERVICES***

- B. The fair and open process established by the Township of Greenwich shall be follows:
1. The solicitation of qualifications for any contract to be determined in excess of \$17,500, and for which a bid solicitation shall not be required under Local Public Contracts Law, shall be published and advertised by the Township either in the official newspaper of the Township of Greenwich for publication of notices or on the Township of Greenwich website not later than ten (10) days prior to the date set for the receipt of said request for qualifications. The published notice shall set forth a description of the requested goods or services, the time, date and place that proposals must be submitted, the contract information for obtaining a proposal document, and a statement that the proposals are being solicited through the fair and open process, in accordance with N.J.S.A. 19:44A-20.4 et seq.
  2. The Township shall require that any entity responding to the request for qualifications shall include, at a minimum , the following:
    - (a) Full name and business address;
    - (b) Any professional licenses held by the applicant in the State of New Jersey, or any other State, including a "Certificate of Good Standing," or other documents evidencing that the license is not presently suspended or revoked;
    - (c) The number of licenses professionals employed by, or associated with, the applicant;

- (d) A listing of all degrees (college and/or graduate degrees) held by the applicant and any associated professionals in the business entity;
  - (e) A listing of all public entities for whom the business entity has had a contractual relationship, either currently or previously, including the dates of service and the position held;
  - (f) A listing of any professional affiliations or membership in any professional societies or organizations, including any offices or honors held.
  - (g) Political Contribution Disclosure Form
  - (h) Mandatory Affirmative Action Language
  - (i) Affirmative Action Plan/ Report Filing Information
  - (j) Business Registration Certificate
  - (k) Business Entity Disclosure Certification
- C. The Township of Greenwich shall review the responses to the request for qualifications and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. The resolution awarding the contract shall state that the contract was awarded after a fair and open process and shall state the number of responses received.
- D. Contracts subject to the fair and open process delineated herein are subject to additional requirements, as provided by ordinances adopted by the Township of Greenwich, and any other applicable laws including, but not limited to, the Local Public Contracts Law.

### **SELECTION CRITERIA**

The selection criteria to be used in awarding a contract for services shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;

2. Experience in providing the services requested by the Township of Greenwich and referenced related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Township of Greenwich;
4. Recent, current and projected work load of the individual or firm;
5. Thoroughness and completeness of the applicant's submittal.
6. Please submit (6) proposals to: Township Clerk, Kimberly Cooney, 321 Greenwich Township, 321 Greenwich Street, Stewartsville, NJ 08886
7. The Township will accept proposals on or before 4:00 P.M., on Monday, May 15, 2017.