

**TOWNSHIP OF CHESTERFIELD
2019 PROFESSIONAL SERVICES AGREEMENTS
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 a minimum of four (4) years' 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 Chesterfield.

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
5. Identify the individual expected to provide the service to the Township from your firm, should your firm be selected.

CRITERIA 5: COMPENSATION

The applicant must propose compensation for the services required. The basis for the proposed compensation must be demonstrated. An hourly rate must be submitted to cover litigation costs. The basis for the proposed compensation must be demonstrated. An hourly rate and estimated time to review documents from current/previous litigation from a prior firm.

CRITERIA 6: REFERENCES

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

**PROPOSALS DUE BY 3:00 PM, TUESDAY NOVEMBER 20, 2018
FAILURE TO ADDRESS ALL AWARD CRITERIA COMPLETELY
SHALL RESULT IN NO FURTHER CONSIDERATION.**