

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY
REQUESTS FOR QUALIFICATIONS FOR
“POLICE OVERSIGHT COMMITTEE CONSULTANT”
BID/PROPOSAL # PS-2019-26**

Sealed proposals will be received by the Township Clerk of the Township of Neptune, New Jersey and opened and read in public in Township Committee Room located on the upper level, in the Township of Neptune Municipal Complex, 25 Neptune Boulevard, Neptune New Jersey, on **December 6, 2018** at **10:30 A.M.** for the following:

Request for Qualifications from Individuals and/or Firms Interested in Serving as “Police Oversight Committee Consultant” to the Township Committee of the Township of Neptune. **BID/PROPOSAL # PS- 2019-26**

Successful applicants will be required to comply with requirements N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17:27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Neptune to do so. The Township Committee of the Township of Neptune also reserves the right to conduct interviews of any or all applicants, as it deems necessary.

By order of the Township Committee of the Township of Neptune

Nicholas Williams, Mayor, Township of Neptune
Richard J. Cuttrell, Municipal Clerk, Township of Neptune
Michael J. Bascom, Chief Financial Officer, Township of Neptune

Introduction

Pursuant to the Fair and Open Process established by N.J.S.A. 19:44A-1, et seq., the Township of Neptune seeks Requests for Qualifications ("RFQ") from Individuals and/or Firms licensed to practice in the State of New Jersey that wish to serve as Police Oversight Committee Consultant for the Township of Neptune. The successful individual/firm must have significant experience in consultation over or involvement in law enforcement. The successful individual/firm will provide the Township Committee and Township Police Oversight Committee professional guidance relating to law enforcement.

The Police Oversight Committee Consultant will be contracted for a twelve (12) month period, at a rate of \$2,000.00 per month. The total contract shall not exceed \$24,000.00.

The proposed scope of work is as follows:

Act as consultant to the Police Oversight Committee (POC)

- a. Meet and consult with the POC on all police oversight matters requested of the POC.
- b. Advise and consult with the POC on matters relating to present Rules and Regulation and Standard Operating Procedures and Police trends in the Law enforcement area.
- c. Advise and consult with the POC over proposed policy and structure issues consistent with the POC role as an Appropriate Authority.
- d. As a candidate of the position, be qualified as a policy consultant by being educated and/ or experienced in Law enforcement with resume references to education and/or experience.
- e. Demonstrate skills and ability to meet and communicate with the Police Department and management to the extent authored by the POC

Professional Information and Qualifications

Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business or firm's offices and corresponding telephone and fax numbers. Please note specifically which professionals will be assigned to work with the Township Committee and in what capacity;
3. Description of education, experience, qualifications, number of years with the firm, for the firm's professional(s) who will work with the Township Committee. Include a descriptive narrative of their experience with projects similar to those described above;
4. Experience related to representation of Municipalities and law enforcement entities;
5. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity;
6. Examples of your record of success consulting over, or involvement in, law enforcement;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Any other information which the interested firm deems relevant;
9. A copy of your New Jersey Business Registration Certificate;
10. A completed Statement of Ownership form (Attached below).

Selection Criteria

1. The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:
2. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
3. Experience and references;
4. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter, and;
5. Cost effectiveness.

Submission Requirements

Responses to this RFQ must be delivered in a sealed envelope bearing the title and Bid/Qualification Number no later than **10:30am** on **December 6th, 2018** to:

Township Clerk, Neptune Township of Neptune
Neptune Township Municipal Complex
25 Neptune Boulevard
Neptune, New Jersey 07753

Please submit one original and one copy of the Request for Qualifications (RFQ) on 8 ½" x 11" white paper.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS-NON-CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted with the Division of Revenue. The contract will contain be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business to the contractor.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A. 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 of each business registration copy not properly provided under a contract with a contracting agency.

A sample Business Registration Certificate is attached. Other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** acceptable.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. form NJ_REG can be filed online at:

<http://www.state.nj.us/treasury/revenue/gettingregistered.htm#busentity>

**TOWNSHIP OF NEPTUNE
COUNTY OF MONMOUTH
STATE OF NEW JERSEY**

STATEMENT OF OWNERSHIP

The Contractor is (check one): Individual____ Partnership____ P.A____ L.L.C.____
Corporation____ Joint Venture____ Other(specify):_____

I certify that the names and addresses of all persons and entities who own a 10% or greater interest in the Contractor are as follow (if “none”, so state):

NAMES: ADDRESSES:

1. _____
2. _____
3. _____
4. _____
5. _____

NAME OF CONTRACTOR:_____

SIGNED BY:_____

PRINT NAME & TITLE:_____

DATE:_____

NOTES:

A. Attach additional sheets as needed and check here_____

B. If an entity owns a 10% or greater interest in the Contractor, attach a list of the owners of 10% or greater interest for each such entity. Repeat the process of disclosure as necessary for each tier or level of ownership until the name and address of each person who owns a 10% or greater interest has been disclosed. **If no person or entity owns a 10% or greater interest in a listed entity, so state.**

Sample Business Registration Certificate (for example purposes only)

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 292 TRENTON, N.J. 08646-0292
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	Acting Director This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	