

**REQUEST, SOLICITATION AND INVITATION  
FOR PROPOSAL FOR THE POSITION OF  
WESTAMPTON TOWNSHIP MUNICIPAL COURT PROSECUTOR**

You are requested to provide your proposal to the Township of Westampton, County of Burlington and State of New Jersey for consideration of your office for the position of Township Municipal Court Prosecutor for the Township of Westampton for calendar year 2024. Notice of the year 2024 appointment to the position of Township Municipal Court Prosecutor for Westampton Township was previously published in the newspaper, along with time and format requirements for the submission of the proposal. This Page 1 of the Request, Solicitation and Invitation is not a substitute for the published notice. For your convenience, a copy of the said published notice is attached hereto at Page 2 hereof. You must comply strictly with the submission requirements set forth therein.

Your proposal must be received by the Office of the Municipal Clerk of the Township of Westampton at the Westampton Municipal Building, 710 Rancocas Road, Westampton, NJ 08060. All proposals must be received by February 29, 2024, at 12:00 P.M. and be submitted in the form required by the advertisement reproduced on page 2 hereof and as otherwise required herein. No late submissions will be accepted. All properly submitted proposals will be opened on February 29, 2024, beginning at 12:30 P.M., in the public meeting room of the Municipal Complex. At that time and place, the sealed proposals will be publicly opened, announced and recorded for the following position:

**TOWNSHIP MUNICIPAL COURT PROSECUTOR**

**THE FOLLOWING IS A RESTATEMENT OF THE NOTICE PRINTED IN THE  
NEWSPAPER:**

TOWNSHIP OF WESTAMPTON

PUBLIC NOTICE

NOTICE OF REQUEST, SOLICITATION AND INVITATION FOR PROPOSALS FOR VARIOUS  
ANNUAL APPOINTMENTS FOR WESTAMPTON TOWNSHIP, BURLINGTON COUNTY

Notice of request, solicitation and invitation for proposals for various annual appointments for  
Westampton Township, Burlington County

Please be advised that the Township of Westampton will accept proposals for the following  
positions, all of which positions are intended to be filled by appointment at the Westampton  
Township Committee Regular meeting on March 5, 2024, at 7:00 PM at the Westampton  
Municipal Building, 710 Rancocas Road, Westampton, NJ, 08060. This advertisement is for the  
following positions in Westampton Township:

TOWNSHIP PROSECUTOR

Copies of the Request, Solicitation and Invitation can be found on the Township  
website: <https://www.westamptonnj.gov/administration>. If you have any questions, please  
contact the offices of the Municipal Clerk, Wendy Gibson at 609-267-1891, ext. 6. All proposals  
submitted to the Township must be submitted pursuant to the said Request, Solicitation and  
Invitation found on the Township website and in the format required therein and as set forth  
hereafter.

To be considered, a proposal for any of the above positions must be received on or before  
February 29, 2024, at 12 P.M. Responses must be fully sealed. The entire responding proposal  
to the request shall be placed in a sealed manila envelope of the approximate size of nine by  
twelve inches. Please submit one original and one USB electronic copy. This envelope shall be  
marked with the words "PROPOSAL FOR POSITION OF TOWNSHIP (NAME POSITION)," which words shall be at the lower left of the front of the envelope. If you mail or hand-deliver  
your proposal, the said manila envelope shall be addressed as follows: Wendy Gibson,  
Westampton Township Clerk, 710 Rancocas Road, Westampton, NJ, 08060.

The proposals will be publicly opened in the Meeting room at the Westampton Township  
Municipal Building, at 12:30 PM on February 29, 2024. No action will be taken at the time of  
opening of the envelopes except to announce the identity of the person or firm making the  
proposal and to record the response.

Wendy Gibson, Municipal Clerk

## **I. INTENT**

The Township Committee of the Township of Westampton, County of Burlington and State of New Jersey intends to appoint and fill, for calendar year 2024, the position of Township Municipal Court Prosecutor of the Township of Westampton. The effective date of the contract will be March 5, 2024, the date of the Westampton Township Regular meeting. Sealed proposals will be received and opened at the times, dates and place set forth in the notice attached at Page 2 hereof.

The General Criteria articulated herein at Section III for the selection of Township Municipal Court Prosecutor have been specifically approved by the Township Committee of the Township of Westampton. Those criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining participation of qualified professionals and uniformity in the manner of submission of proposals.

The successful proposal shall become a part of the signed contract upon award and execution of said contract. There will be no award or appointment to the position of Township Municipal Court Prosecutor until formal approval by the Township Committee has been made by resolution at the Township's regular meeting on March 5, 2024.

As per the provisions of *N.J.S.A. 19:44A-20.4 et seq.*, the Township of Westampton shall be the sole judge concerning the criteria set forth herein and the merits of the proposals submitted. The Township of Westampton shall be the sole judge of the benefits to Westampton Township represented by the submissions pursuant to this Request, Solicitation and Invitation for proposal.

## **II. INSURANCE**

This Request, Solicitation and Invitation for proposal is for the appointment of a professional or quasi-professional position with the Township of Westampton or a position for which there is a bidding exemption under *N.J.S.A. 40A:11-1 et seq.* Each proposer should have professional errors and omissions insurance. Attached hereto at Attachment A is the Certification of Insurance. Said Certification must be executed and documents attached thereto by the proposer to the extent that the proposer believes that the attachment of such documents provide proof of insurance for appropriate purposes. Errors and omission policy, if any, declaration page shall be attached showing current protection.

During the term of the contract, it shall be the responsibility of the proposer/professional to provide the Township with additional declaration pages of insurance in compliance with this paragraph showing current coverage when

any insurance policy expires. Submission of proof of the required insurance coverage in the form of a certificate or certificates of insurance is a continuing condition precedent to service by the professional that receives the appointment.

### **III. PROFESSIONAL EVALUATION AND RANKING METHODOLOGY**

#### **A. GENERAL CRITERIA**

All proposals shall be evaluated using the following criteria:

1. Professional qualifications;
2. Experience generally in the proposer's profession, including years spent practicing law in any capacity in the municipal courts of the State of New Jersey and exposure to issues likely to be of assistance in properly serving as the Westampton Township Prosecutor;
3. Knowledge of local issues, if any, in the municipal court;
4. The ability of the proposer to attend all sessions of the Westampton Municipal Court;
5. Absence from client base of any client(s) who is currently or has in the past five years done business with Westampton Township. In the alternative, the proposer can articulate the name(s) of such clients and the nature of that client's business with the Township. For purposes of this subparagraph, "doing business with the Township" includes vending or other contractual obligations to the Township or being an applicant before any Township board or subdivision of the Township.
6. Compensation proposal set forth in detail, including request for benefits, if any;
7. Other factors if demonstrated to be in the best interest of the Township of Westampton.

#### **B. TOWNSHIP PROSECUTOR DUTIES**

The duties of the Township Prosecutor are as follows:

The prosecuting attorney shall prosecute the criminal and quasi-criminal business of the township before the Township Municipal Court and shall prosecute appeals to the Superior Court from convictions in the Municipal Court, for which services he shall receive such compensation as shall be fixed from time to time by a general salary ordinance, plus such fees for the defense of such appeals as shall be deemed reasonable.

### **IV. CONTRACT PERIOD**

Contract period is of responsibility is March 5, 2024 through December 31, 2024 or until a successor is selected at the year 2025 reorganization meeting of the Township Committee, scheduled on January 2, 2025. All contracts are contingent on funding.

## **V. PROPOSAL FORM**

### **APPOINTMENT OF TOWNSHIP MUNICIPAL COURT PROSECUTOR**

All proposals submitted in response to the within Request, Solicitation and Invitation for proposal shall utilize the form of correspondence on the next page hereof as the cover sheet of such proposal. There shall be attached to said letter/cover sheet succeeding pages setting forth your proposal/responses. Your proposal must follow the format herein at Pages 1 through 6. In order for your proposal to meet the requirements of the Request, Solicitation and Invitation, the form of correspondence set forth herein below shall be fully completed and executed. Attachments or certifications set forth as attachments or certifications A, B, C and D attached to this form, shall be completed and originally executed. Failure to attach required documents is cause for disqualification.

All erasures and/or changes to the original documentation submitted must be initialed by the individual making modifications to the proposal. Use separate and additional pages to respond specifically to each Section, specifically Section III hereof, which sets forth the criteria that the Township Committee will utilize in evaluating your proposal and determining the selection of the Township Municipal Court Prosecutor. In the event that the proposal is being made by a law firm containing more than one person, the first page of the proposal, in the cover letter set forth on the next page, shall also recite the name of the supervising attorney, if any, and the name of the attorney that the firm will assign to do the work of the Township of Westampton.

Date:

Township Committee  
Township of Westampton  
710 Rancocas Road  
Westampton, NJ 08060

Dear Members of the Township Committee:

The undersigned hereby submits the enclosed proposal for the position of Township Municipal Court Prosecutor.

The undersigned hereby undertakes and promises to serve as Township Municipal Court Prosecutor in the Township of Westampton and to do all work requested as appropriate and required herein as well as the contract documents concerning the same, including all written amendments and changes thereto, if any, which are incorporated herein by reference and made a part of this proposal.

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SIGNATURE

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BUSINESS NAME

---

Type or Print Full Name

---

Title

Date

---

Telephone Number

---

Email Address



**ATTACHMENT B**

**CONFLICT OF INTEREST CERTIFICATION**

THE UNDERSIGNED CERTIFIES TO THE TOWNSHIP OF WESTAMPTON, COUNTY OF BURLINGTON, STATE OF NEW JERSEY THAT IN PERFORMING SERVICES TO THE TOWNSHIP HE/SHE IS AWARE OF NO CIRCUMSTANCE THAT WOULD CONSTITUTE A CONFLICT OF INTEREST, FINANCIAL OR OTHERWISE, BETWEEN HIMSELF/HERSELF (OR HIS/HER FIRM) AND THE INTERESTS OF THE TOWNSHIP OF WESTAMPTON. THE UNDERSIGNED CERTIFIES THAT HE/SHE HAS MADE A SEARCH OF HIS/HER FIRM'S CLIENT BASE AND HAS EXECUTED THIS CERTIFICATION SUBSEQUENT TO SUCH SEARCH.

THE UNDERSIGNED ACKNOWLEDGES THIS IS A CONTINUING CERTIFICATION, AND SHALL REMAIN IN EFFECT FOR THE TERM OF THE SERVICES CONTAINED IN THE SOLICITED REQUEST FOR PROPOSAL. I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE FALSE, THE TOWNSHIP IS FREE TO TERMINATE ANY PROFESSIONAL SERVICE AGREEMENT ENTERED INTO WITH THE UNDERSIGNED AND/OR HIS OR HER LAW FIRM.

Applicant Signature: \_\_\_\_\_

Typed Firm Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT C**

I HEREBY CERTIFY THE INFORMATION CONTAINED IN THIS PROPOSAL IS CORRECT AND ACCURATE TO MY PERSONAL KNOWLEDGE. I AM MAKING THIS CERTIFICATION IN GOOD FAITH.

CERTIFYING OFFICIAL:                   NAME: \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTACHMENT D**

**ATTACHMENT CERTIFYING UNDERSTANDING OF WESTAMPTON TOWNSHIP CODE AS IT RELATES TO GIFTS, HONORARIA, ETC.**

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS FAMILIAR WITH THE PROVISIONS OF THE WESTAMPTON TOWNSHIP CODE RELATING TO THE ADOPTION BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WESTAMPTON OF THE NEW JERSEY MUNICIPAL ETHICS RULES. THE UNDERSIGNED UNDERSTANDS THAT VIOLATION OF THESE RULES CAN RESULT IN A BREACH OF THE TERMS OF THE AGREEMENT TO ACT AS THE TOWNSHIP MUNICIPAL COURT PROSECUTOR FOR WESTAMPTON TOWNSHIP AND CAN RESULT IN A TERMINATION OF THE CONTRACT BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WESTAMPTON.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name