



BOROUGH OF BEACHWOOD
1600 PINEWALD ROAD
BEACHWOOD NEW JERSEY 08722
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MAYOR
Ronald F. Roma, Jr.

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COUNCIL MEMBERS
Gregory Feeney
Steven Komsa
Gerald LaCrosse
Thomas Miserendino
Edward Zakar

MUNICIPAL CLERK
Susan A. Minock, RMC

May 1, 2015

RE: Request for Proposal for Professional Services

I am herewith enclosing a copy of our Municipal Code 2-37, Fair and Open Process for Award of Professional Service Agreements. Through the adoption of this Ordinance, the Borough has established a procedure for the competitive negotiation for all professional service contracts to be awarded by the governing body. Please be advised that contracts to be awarded on the basis of qualification based competitive negotiation. Although the cost of services will be a factor in the decision making process, the qualifications of the firm will have substantial weight it he process as well. Pursuant to the provision of said ordinance, this letter shall serve as "Request for Proposals" to all interested persons. All Proposals must be submitted to the Office of the Municipal Clerk, 1600 Pinewald Road, Beachwood, NJ 08722, no later than, Friday, May 15th by 10:00a.m. Two original submission packages are needed. The Borough reserves the right to reject any proposals not received by that date. All Proposals must include the following minimum information to be considered:

- Name of the individual(s) to be assigned o perform the tasks
- Professional experience of the individual(s) to be assigned including a listing of experience with the Borough of Beachwood and/or experience with other municipalities
- A statement concerning the ability of the firm/individual to perform tasks assigned by the Borough in a timely fashion
- Professional licenses held by the individual(s) to be assigned
- Educational background \and experience of the individual(s) to be assigned
- A description of the support staff available to the individual(s) to be assigned
- A copy of a Certificate of Insurance, issued by an insurance carrier license din the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in places as of January 1, 2015
- A list of professional references with addresses and telephone contact numbers
- Detailed hourly rates for ALL staff that will be or potentially could be assigned and any other "changes" for extra services not included in hourly rates
- A comparison of the hourly rates changed to other municipalities for similar work to be undertaken for the Borough of Beachwood
- Any known potential conflicts of interest that may result in the individual/firm becoming disqualified from working for the Borough of Beachwood for any reason

- Completion of attached Affirmative Action Information (See Exhibit A)
- A copy of your Business Registration Certificate
- W-9 Form
- Disclosure of Ownership Form
- Non-Collusion Affidavit
- A copy of your Business Registration of Public Contractors

Pursuant to the provisions of this Ordinance, notice is hereby given as follows:

All submission shall be kept on file during the term of the related contract and shall be public record after the deadline for the submission of the proposals. In the event that compliance with part or all of the requirements of the ordinance is impracticable as regards a particular contract or agreement, The Borough Council may waive part of all of the requirements by a majority vote of the full Council in the appointing resolution, setting forth with specificity the reasons such waiver is required. The governing body will not consider proposals from individuals/firms without municipal government experience.

No minimum payment is implied or guaranteed.

Any questions concerning the information contained in the Request for Proposals must be addressed to Susan A. Minock, RMC. Thank you for your interest.

Sincerely,

Susan A. Minock, RMC
Municipal Clerk

Borough of Beachwood
CONSULTANT FOR POLICE DEPARTMENT ACCREDITATION

Mandatory responsibilities and requirements of the CONSULTANT are:

The Borough of Beachwood is seeking a consultant to work with the Borough of Beachwood Police Department and the Borough Council for purposes of obtaining NJSACOP Accreditation for the Police Department.

Consultants must satisfy the following minimum requirements:

1. Must be staffed by experienced and credentialed law enforcement professionals, who, in total, have an established and verifiable record of success in helping at least ten (10) law enforcement agencies in New Jersey in providing similar services;
2. Must be staffed by experienced and credentialed assessors who in total have an established and verifiable record of performing official on-site assessments for at least ten (10) law enforcement agencies;
3. Must be able to work with other law enforcement professionals;
4. Must be able to work under pressure and meet short deadlines;
5. Must be able to start immediately;
6. Ability to provide necessary recommendations for training in new polices and procedures to Borough of Beachwood Police Department personnel;
7. Responsibility for drafting new procedures for the Borough of Beachwood Police Department. In addition, update SOP's to support new Standard Operating Procedures for the Police Department must meet New Jersey State Chiefs of Police Accreditation Standards;
8. Ability to work with and provide the Borough of Beachwood Police Records Management System with the necessary documentation (SOPs, Policies, etc.) in a compatible electronic format; and
9. Attend any meetings that may be required by Borough of Beachwood Town Council.

In its proposal, the vendor must include responses to all of the following:

- A. Failure to submit the following documents is a mandatory cause for the proposal to be rejected.
1. An executive summary of not more than two pages identifying and substantiating why the consultant is best qualified to provide the requested services.
 2. A staffing plan listing those persons who will be assigned to the engagement if the consultant is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the consultant.
 3. A description of the consultant's experience in performing services of the type described in the technical specification. Specifically, identify client size and specific examples of similarities with the scope of services required under the technical specifications.
 4. The location of the office, if other than the consultant's main office, at which the consultant proposes to perform services required under technical specification. Describe your presence in New Jersey.
 5. Provide references including the contact names, titles, address and phone numbers.
 6. In its proposal, the consultant must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.
 7. Documentation that the vendor meets the minimum qualifications for the position as outlined above.
 8. All information required by the Borough of Beachwood as stated in the Request for Proposal for Professional Services letter dated May 1, 2015.

EXHIBIT A**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus,

colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Company _____

Signature _____

Title _____

Date _____

DISCLOSURE STATEMENT
(P.L. 1977, Chapter 33)

The following statement is a list of all stockholders in this corporation or partners in this partnership with ten percent (10%) or greater interest therein, as the case may be. (IF NONE, WRITE NONE.)

Bid Item: _____

Name of Corporation or Partnership _____

Date of Bid: _____

	<u>NAME</u>	<u>ADDRESS</u>	Percentage of Interest in Corporation or Partnership
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	
4.	_____	_____	
5.	_____	_____	
6.	_____	_____	
7.	_____	_____	
8.	_____	_____	
9.	_____	_____	
10.	_____	_____	

(STATEMENT SUPPLEMENT PERMITTED IF NEEDED)

Affiant _____

NON-COLLUSION STATEMENT

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the Township concerning his ability to successfully perform the work in a satisfactory manner.

The undersigned bidder submitting this proposal or bid certifies and affirms that such bid is genuine and is not the result of collusion; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a false bid, or that such other persons shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Township or any person interested in the proposed contract; and further, that such bidder has not, directly or indirectly, submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof; and, that no Township official or employee is interested directly or indirectly in the bid or in any portion of the bid, nor in the contract or in any part of the contract which may be awarded the undersigned on the basis of such bid.

Signed this day of 20_____.

(Bidder)

By _____
(Signature of Individual, Partner or Officer
Signing the Proposal)

2-37 FAIR AND OPEN PROCESS FOR AWARD OF PROFESSIONAL SERVICE AGREEMENTS.

2-37.1 Prohibited Contracts.

Notwithstanding any other provision of the law to the contrary, the Borough or any other board, authority, agency or instrumentality thereof, shall not enter into a contract that is exempt from public bidding under N.J.S.A. 40A:11-5, when such contract has an anticipated value in excess of seventeen thousand five hundred (\$17,500.00) dollars as determined in advance and certified in writing by the Borough, board, authority, agency or instrumentality thereof, with a business entity, if, during the preceding one-year period, that business entity has made political contributions that are reportable by the recipient under N.J.S.A. 19:44A-1 et seq., to any municipal committee of a political party in the Borough if a member of that political party is serving in an elective public office of the Borough when the contract is awarded or to any candidate committee of any person serving in an elective public office in the Borough when the contract is awarded. This shall not apply to contributions made during 2005 as established by law. (Ord. #2005-26, §1)

2-37.2 Prohibited Contributions.

A business entity that has entered into a contract having an anticipated value in excess of seventeen thousand five hundred (\$17,500.00) dollars with the Borough, or any agency, board, authority or instrumentality thereof, shall not make a contribution that is reportable by the recipient under N.J.S.A. 19:44A-1 et seq., during the term of the contract, to any municipal committee of a political party in the Borough if a member of that political party is serving in an elective public office of the Borough when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Borough when the contract is awarded, during the term of the contract. (Ord. #2005-26, §1)

2-37.3 Fair and Open Process.

- a. Contracts that are awarded pursuant to a fair and open process, as set forth herein, shall not be subject to the restrictions and prohibitions in subsections 2-37.1 and 2-37.2 herein.
- b. Any professional service entity or other business entity providing services to the Borough of Beachwood, without a requirement for public bidding in accordance with N.J.S.A. 40A:11-5, shall be subject to a fair and open process for selection. That fair and open process is set forth in paragraph c. below, which establishes criteria for the fair and open process for contract awards.
- c. The fair and open process established by the Borough of Beachwood shall require the following:
 1. The solicitation of proposals for any professional position or service contract or other contract not subject to bidding pursuant to N.J.S.A. 40A:11-5, which shall expire as of December 31 of that calendar year, shall be published and advertised by the municipal

appointing authority or its designee either in two (2) official newspapers of the Borough of Beachwood for publication of notices, or on the Borough's website, or both, not later than December 15. The published notice shall set forth the name of the position or contract which is to become open, and set forth the criteria to be considered and materials required to be submitted by the applicant.

2. Should the applicant be a professional requiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five (5) years.

3. The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.

4. The applicant shall submit a resume which shall set forth information including, but not limited to, the following (as applicable to a business entity or individual professional):

(a) Full name and business address;

(b) A listing of all post high school education of the applicant;

(c) Dates of licensure in the State of New Jersey and any other State;

(d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;

(e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;

(f) A listing of all special accreditations held by the individual licensed professional or business entity;

(g) A listing of all public entities currently or previously served by the business entity or licensed professional, indicating the dates of service and position held.

5. The applicant shall submit a compensation proposal, which shall include a flat fee or hourly rate or other proposal, as appropriate.

d. The municipal appointing authority shall thereafter publicly select the professional or business entity for the position so advertised which shall thereafter be confirmed or approved as required by law.

e. The awarded contract shall be published in the official newspaper of the Borough of Beachwood for publication of notices in accordance with N.J.S.A. 40A:11-5.

f. The decision of the Borough of Beachwood as to what constitutes a fair and open process shall be final.
(Ord. #2005-26, §1)