

**GENERAL INFORMATION AND SPECIFICATIONS FOR SUBMITTING  
QUALIFICATIONS FOR 2018 CONTRACT FOR THE POSITION OF  
CUMBERLAND SALEM REGIONAL MUNICIPAL COURT JUDGE**

- I. Invitation to Submit Qualifications.** The Cumberland Salem Regional Municipal Court is requesting qualifications for calendar year 2018: CS Regional Municipal Court Judge. The qualifications are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, *et. seq.*
- II. Submitting and Delivery of Qualifications.** Qualifications must be submitted on or before October 17, 2017 and may be submitted either by mail or in person by the prospective individual. Qualifications must be enclosed in a sealed envelope and plainly marked “Qualifications for 2018 CS Regional Municipal Court Judge” and the envelope also shall have plainly marked on it the name and address of the prospective contractor. Please submit 2 copies of your proposal.
- III. Time and Place for Acceptance of Qualifications.** The Upper Deerfield Township Clerk has been designated as the person authorized to receive all qualifications. All qualifications must be submitted in sealed envelopes to the Upper Deerfield Township Clerk, Township of Upper Deerfield, 1325 Highway 77, Seabrook, New Jersey, 08302, either by mail or in person by the prospective contractor or his agent on or prior to October 17, 2017. The Upper Deerfield Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the designated date.
- IV. Contract Description and Qualifications.** The CS Regional Municipal Court Judge shall perform all of the services customarily performed by a Municipal Court Judge of a regional court the size of the CS Regional Municipal Court. Such services include, but are not necessarily limited to, the following:
- a. Attend all regular (approximately 4 meetings per month, on Tuesdays) and special meetings, if necessary, of the CS Regional Municipal Court;
  - b. Shall be responsible for handling all phases of CS Regional Municipal Court has jurisdiction;
  - c. Shall be an attorney at-law of New Jersey in good standing;
  - d. Must be accessible on an as needed basis to the court administrator and law enforcement agencies;
  - e. May at any time move before the CS Regional Municipal Court to amend or dismiss any complaint for good cause shown in accordance with the Rules of the Court;
  - f. The individual shall possess all required State of New Jersey licenses or certifications.
- V. Applicant’s Responsibility in Responding to Request for Qualifications**
- a. Description of relevant experience in New Jersey municipal courts.
  - b. Resume of individual who will perform service.
  - c. Listing of any potential conflicts of interest.
  - d. Proposed annual cost of service.

- e. Listing of any professional affiliations or membership
- f. A statement detailing how the responder meets the minimum qualifications.

**VI. Selection Process & Award of Contract.** Upon receipt of qualifications, the Upper Deerfield Township Clerk will transmit copies of each document to the members of the CS Regional Municipal Court Committee. Qualifications will be evaluated on the following considerations

- a. Minimum of four years' experience as a Municipal Judge;
- b. Knowledge of the CS Regional Municipal Court municipalities, issues that are unique to these municipalities and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required Court meetings of the CS Regional Municipal Court;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the CS Regional Municipal Court.

Upon completion of the review process, the CS Regional Municipal Court Committee shall transmit its findings and recommendations to the Provider municipality of the CS Regional Municipal Court, Upper Deerfield Township, whose governing body may award the subject contract for calendar year 2018 on or after January 4, 2018 by resolution.

**VII. Obligation of Prospective Contractor.** At the time of receipt of qualifications, each individual will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of requests for qualifications that has been posted on the Township of Upper Deerfield website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any prospective individual from any obligation with respect to the document submitted.

**VIII. Investigation of Qualifications.** The CS Regional Municipal Court Committee will make such investigations as it deems necessary to determine the responsibility of the prospective individual and the prospective individual shall furnish the CS Regional Municipal Court Committee all such information as may be requested by the CS Regional Municipal Court Committee notwithstanding the fact that the release of such information to the CS Regional Municipal Court Committee may result in the disqualification of the prospective individual and the document submitted.

The CS Regional Municipal Court Committee reserves the right to reject any submission if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the CS Regional Municipal Court Committee that such prospective individual is properly qualified to carry out the obligations of the contract for the work as provided and as described in this document.

**IX. Signing of Documentation.** The qualification documentation that is submitted by the prospective individual shall be signed by the individual to be bound by the contract.

**X. Miscellaneous.**

- a. Nothing herein shall be construed as an obligation on the part of the CS Regional Municipal Court to award the subject contract under the fair and open procedures described above and the CS Regional Municipal Court Committee, after review of qualifications that have been submitted, if deemed to be in the best interests of the CS Regional Municipal Court, specifically reserves the right to award the subject contract by utilizing the non-fair and open procedures that are set forth at N.J.S.A. 19:44A-20.5, *et. seq.*
- b. All contracts awarded by the Township of Upper Deerfield as the Provider of the CS Regional Municipal Court shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
- c. If awarded a contract, you shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (EEO in public contracts).
- d. For additional information contact: Roy Spoltore, Township Clerk/Administrator, Upper Deerfield Municipal Building, 1325 Highway 77, Seabrook, New Jersey, 08302, 856-451-3811.