

**PROFESSIONAL SERVICES CONTRACT TO BE AWARDED BY**  
**ESTABLISHED QUALIFICATION CRITERIA**

The Borough of Buena solicits statements of qualifications for applicants for appointment to the professional position of Borough Solicitor. Responses should address the general criteria and submission requirements. Responses must be received in the Borough Council Chambers, Borough Hall, Minotola, New Jersey 08341, no later than 12:00 noon, December 28, 2018. All responses shall be opened and announced publicly immediately thereafter by the Borough Clerk of the Borough of Buena or her representative. The applicant/proposer shall submit two (2) copies of his/her proposal in a sealed envelope designating the position to the Borough Clerk. Responses will be reviewed by the Mayor or his designee. All appointments will be announced at a public meeting. Unless otherwise noticed, appointment shall run from January 1, 2019 through December 31, 2019 and be subject to the execution of an appropriate contract.

## **BOROUGH SOLICITOR**

**GENERAL CRITERIA:** The Borough of Buena desires to appoint an attorney to serve as Borough Solicitor. Applicants shall demonstrate knowledge of Public Contracts Law, Open Public Meetings Act, Open Public Records Act and general New Jersey municipal law. Applicants must have a minimum of ten (10) years experience representing municipal governmental entities.

### **SUBMISSION MUST INCLUDE:**

- 1) Evidence of license to practice law in the State of New Jersey and appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
- 2) Description of experience representing municipal governmental entities.
- 3) Description of sufficient support staff to provide all services requested by the Borough of Buena, including but not limited to preparation of all documentation and resolutions necessary and incidental thereto.
- 4) List of all past and present governmental entities represented by applicant including dates of service.
- 5) A statement of no conflict of interest.
- 6) A description of any other factors which the applicant believes are relevant to its ability to provide the Borough of Buena with superior service.