

**BOROUGH OF BUENA  
NOTICE OF SOLICITATION  
REQUESTS FOR QUALIFICATIONS**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.5 et seq, New Jersey Pay to Play, New Jersey Campaign Contributions and Expenditures Reporting Act, the Borough of Buena, located at 616 Central Avenue, Minotola, NJ 08341 is seeking RFQ's for professional services to be provided to the Borough of Buena as listed below for the 2014 term.

**Director of Public Safety**

Requests for qualifications are on file at the Borough Clerks Office at 616 Central Avenue, Minotola, NJ 08341 and may also be downloaded from the Borough's website.

All RFQ's must be received by the Borough Clerk on or before February 10, 2014, at the Borough Clerk's office located at 616 Central Avenue, Minotola, New Jersey. All questions concerning this notice should be addressed to the Borough Clerk, Maryann Coraluzzo.

All statements of qualifications shall include at a minimum the following information.

1. Resume of Qualifications.
2. Describe ability to provide services required including work experience.

**Scope of Services and Minimum Qualifications:**

Specialized services required – The Director of Public Safety shall act as the Police Director and be responsible for the overall performance of the Buena Borough Police Department and Emergency Management Service (EMS) including day to day operations thereof, administer and enforce the Rules & Regulations of the Police Department and EMS, provide the disposition of discipline to the members, have, exercise and discharge the functions, powers and duties of the Police Department and EMS, prescribe the duties and assignment of all members and officers, delegate such authority as may be deemed necessary for the efficient operation of the Police Department and EMS, report at least monthly to the Borough and the Appropriate Authority, be qualified including a minimum of 20 years police experience including a minimum of 3 years in

police administration. The Director of Public Safety shall be a full time position and shall have attained the rank of Sergeant or greater in the service of the New Jersey State Police or Lieutenant or greater in the services of municipal police service. The salary range shall be between \$40,000.00 and \$50,000.00 per year for a minimum of 37 ½ hours per week and will not be entitled to compensation time or over-time pay.

### **Submission**

Proposing individual shall provide evidence that the minimum qualifications are met.

### **Evaluation of Proposals**

The Borough of Buena intends to appoint a Director of Public Safety for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq. The decision by the Borough of Buena as to what constitutes a fair and open process shall be final.

The proposals will be evaluated by the Mayor and Council of the Borough of Buena based upon information supplied by each Proposer in response to this RFQ and the following criteria.

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the Municipal government
- Experience of the individual in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the individual.

Any questions regarding this Request for Qualifications should be directed to Maryann Coraluzzo, Borough Clerk of the Borough of Buena.

Please submit eight (8) copies of the proposal to:

Borough of Buena  
616 Central Avenue  
Minotola, New Jersey

All Submissions must be received at the Borough Clerk's Office on or before February 10, 2014, at 3:00 p.m.