

**PUBLIC NOTICE**

**TOWNSHIP OF MONROE  
COUNTY OF GLOUCESTER**

**NOTICE FOR SOLICITATION OF QUALIFICATIONS/PROPOSALS FOR  
PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that sealed qualifications/proposals for professional services, not subject to bidding pursuant to *N.J.S.A. 40A:11-5* and *N.J.S.A. 19:44A-20.5*, will be received by the Clerk of the Township of Monroe. The sealed qualifications will be opened and recorded at the Municipal Building, 125 Virginia Avenue, Williamstown, New Jersey on **Tuesday, March 19, 2019 at 10:00AM** by the Township Clerk, and the Township Business Administrator and/or a representative of the respective Municipal Appointing Authority.

Qualifications/Proposals for the following professional service will be accepted:

**Grant Writing Services**

**Include Cover Letter detailing all requirements and positions being submitted.**

**Please submit the following:**

- **One (1)** original, paper/hard copy of the qualifications/proposals, **UNBOUND** and clearly marked as “original”
- **One (1)** electronic copy on a CD or flash drive

Each submission to be considered shall comport to the criteria set forth herein:

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

(2) 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.

(3) 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 membership 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 previous public entities served by the business entity or licensed professional, indicating the dates of services and position held

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 or Ordinance.

Township of Monroe  
Aileen Chiselko, RMC