

**PUBLIC NOTICE**

**TOWNSHIP OF MONROE  
COUNTY OF GLOUCESTER  
STATE OF NEW JERSEY**

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

Notice is hereby given that sealed qualifications/proposals for professional services, in accordance with *N.J.S.A. 40A:11-5* and *N.J.S.A. 19:44A-20.5*, will be received by the Municipal Clerk of the Township of Monroe. The sealed qualifications/proposals will be opened and recorded at the Municipal Building, 125 Virginia Avenue, Williamstown, NJ 08094 on **Tuesday, May 3, 2022 at 10:00AM** by the Municipal Clerk, and the Township Business Administrator and/or a representative of the respective Municipal Appointing Authority. Each sealed envelope containing a proposal shall be plainly marked on the outside to clearly show the specific service for which an individual or firm is submitting a proposal.

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

**EMS Billing Services**

Please submit the following:

- Cover Letter detailing the position being submitted
- One (1) original, paper/hard copy of the qualifications/proposal UNBOUND and clearly marked “ORIGINAL”
- One (1) CD or Flash Drive of entire proposal package in PDF format

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
- (h) Current fee schedule

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  
Municipal Clerk