



REQUESTS FOR PROPOSAL
TOWNSHIP OF PLAINSBORO

Township Prosecutor

2019

Respond by: 11:00 a.m. – November 14, 2018

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Township is seeking professional services to carry out the duties of Township Prosecutor.

II. Scope of Work

The duties of Township Prosecutor include:

1. Responsible for conducting prosecution for crimes and offenses under the jurisdiction of the Plainsboro Township Municipal Court.
2. Responsible for conducting prosecution for complaints of any department under state law and for violation of rule and regulations promulgated by any department except such crimes and offenses that may be the duty of the County Prosecutor to prosecute.
3. Render legal opinions in writing about any questions of laws submitted by the Township Committee.
4. Maintain records of all actions, suits and proceeding and matters which relate to the Township's interests.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Township Prosecutor or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and four (4) copies.

IV. Compensation

The Township Prosecutor receives an annual fee of \$57,600. In addition, compensation of \$150 per hour is provided for special court sessions pursuant to NJSA 26:2b-35(B)(3) Municipal Court Alcohol Education Rehabilitation and Enforcement Fund.

V. *Selection Process*

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. *RESPONSE/INQUIRIES*

All submittals should be clearly labeled and forwarded to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 14, 2018.

All inquiries should be directed to Anthony Cancro at (609) 799-0909, extension 1103.