REQUEST FOR PROPOSAL/QUALIFICATIONS FOR MUNICIPAL PROSECUTOR

Issued by the

BOROUGH OF AUDUBON

Date Issued: November 2, 2026

Responses Due: Tuesday, December 1, 2026

REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)

FOR

MUNICIPAL PROSECUTOR

I. PURPOSE AND INTENT

Through this Request & Qualifications (RFP), the Borough of Audubon (hereinafter the "Borough") seeks to hire a Municipal Prosecutor. This contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and three (3) full, complete and exact copies of each proposal shall be in sealed envelopes and must be marked with the "Municipal Prosecutor" and addressed to:

Danielle Ingves, Municipal Clerk
Borough of Audubon
606 West Nicholson Road
Audubon, New Jersey 08106

The proposal must be received no later than Tuesday, December 1, 2026 at 9:00 a.m.

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Danielle Ingves
Municipal Clerk
Borough of Audubon
606 West Nicholson Road
Audubon, New Jersey 08106

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough of Audubon will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough of Audubon reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough of Audubon further reserves the right to make such informalities in the proposals. The Borough of Audubon further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough of Audubon reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE BOROUGH OF AUDUBON

The Borough of Audubon operates under the Walsh Act Commission Form of Government. The Borough of Audubon is approximately 1.5 square miles, has a population of 9,182 and an annual

operating budget of approximately $8 million. The Borough generally meets the first and third Tuesdays of the month, as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

Minimum Qualifications differ for each professional specialty; please see Exhibit A for specifics. However, all applicants need to provide the following items contained in Section V.

V. MANDATORY CONTENTS OF PROPOSAL

Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

Scope: magnitude of the project, and value of the contract.

Size: when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation area, size of municipal bonds, population, number of homes.

Similar: refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have large commercial areas.

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
2. A fee proposal shall be submitted however the proposal shall not exceed the specific line item labeled “Municipal Audit” drafted within the 2026 Budget.
3. An executive summary of not more than two pages, identifying and substantiating why the vendor is qualified to provide the requested services.
4. A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor’s officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person’s relevant professional experience, years and type of experience, and number of years with the vendor.

5. A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in similarly sized municipalities. It is imperative to show experience in similarly sized towns.
6. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Camden County area.
7. Five references for which similar services have been provided for. Experience with similarly sized municipalities is a plus. Provide the contact names, titles and phone numbers.
8. If the vendor or any principal therein has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
9. In its proposal, the vendor must identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.

VI. INTERVIEW

The Borough Board of Commissioners reserve the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Borough Administrator to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV "Minimum Requirements" and V "Mandatory Contents of Proposal" the Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

a. The vendor's general approach to providing the services required under this RFP.
b. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
c. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with the emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by the RFP.

d. The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criteria will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed.

e. Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.