REQUEST FOR

PROPOSAL/QUALIFICATIONS

FOR

MUNICIPAL PUBLIC DEFENDER

Issued by the

BOROUGH OF AUDUBON

Date Issued: November 2, 2026

Responses Due: December 1, 2026

REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)

FOR

MUNICIPAL PUBLIC DEFENDER

I. PURPOSE AND INTENT

Through this Request & Qualifications (RFP), the Borough of Audubon (hereinafter the "Borough") seeks to engage a vendor as (position) for Municipal Court Public Defender. 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 Public Defender" and addressed to:

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 and emailed 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.

MUNICIPAL COURT PROSECUTOR

GENERAL CRITERIA: The Borough of Audubon desires to appoint a Public Defender who will be the chief Public Defender of the State of New Jersey and the Boroughs of Audubon and Haddon Heights in the adjudication of cases before the shared Municipal Court of the Boroughs of Audubon and Haddon Heights. Applicants should demonstrate knowledge and experience in matters relating to public defender matters before the municipal courts of the State of New Jersey.

MANDATORY MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than five (5) years preceding appointment.
2. Must have experience as a municipal court public defender.
3. Must provide a description of availability for approximately 42 municipal court sessions as scheduled in Audubon, which are conducted on Monday mornings.
4. Must list other past and present municipal courts served as Public Defender.
5. Must submit salary request.