

Notice of Request for Qualifications/ Proposals
Borough of Hopatcong
Borough Planner and Electronic Payment Vendor

The Borough of Hopatcong is soliciting Qualification Statements from interested individuals and/or firms for the provision of the services listed below. However, inclusion of a position or service in this notice does not constitute a warranty that the Borough will fill the position at this time or through this process. Through a Request for Qualification / Proposals (“RFQ/RFP”) process, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Qualification / Proposal Statement in accordance with the procedure and schedule in the RFQ/RFP. The Borough will review Qualification / Proposal Statements only from those firms or individuals who submit a Qualification / Proposal Statement which includes all the information required to be included (in the sole judgment of the Borough). The Borough intends to select (a) person(s) and/or firm(s) that: **a)** possess(es) the professional, financial and administrative capabilities to provide the requested services, and **b)** agrees to and meets the terms and conditions determined by the Borough to provide the greatest benefit to Borough taxpayers.

The selection of qualified respondents is not subject to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. Selection is subject to N.J.S.A. 19:44A-20.4 et seq., the so-called local unit “pay-to-play” law. The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ.

Qualification Statements must be submitted to, and are to be received by, the Borough Administrator, Hopatcong Municipal Complex, 111 River Styx Road, Hopatcong, New Jersey 07843, before 10:00 a.m. on March 18, 2010. Qualification statements will not be accepted by facsimile transmission or e-mail. Responses will be opened and announced, then the review will be the week of March 22, 2010. All submissions must be accompanied by nine (9) copies to be considered. The Borough has requested Qualification Statements for the position / services of:

- Borough Planner
- Electronic Payment Vendor

The instructions for Qualification Statements may be inspected and/or obtained by prospective respondents from the Office of the Borough Clerk, 111 River Styx Road, Hopatcong, New Jersey 07843, during regular business hours, beginning February 24, 2010.

Qualification Statements must be submitted in the manner designated in the Instructions, must be enclosed in sealed envelopes bearing the name and address of the respondent and the name of the work on the outside, and addressed to the Borough of Hopatcong. Additionally, the envelope should bear notation stating that the envelope should not be opened until March 18, 2010 after 10:00 a.m or soon thereafter. **All submissions must be received with nine (9) copies enclosed to be considered.**

BY ORDER OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF HOPATCONG
Catherine Steinel, RMC/CMC/CPM
Borough Administrator