

BOROUGH OF ENGLEWOOD CLIFFS
TAX APPEAL ATTORNEY - CONFLICTS
2012 CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL CONTRACTS UNDER THE
FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication for submission of qualifications that shall take into consideration the following factors, which will be weighed by the Englewood Cliffs Mayor and Council as the basis of an award for professional services most advantageous to the Council:

I. Resume and letter application for professional position including all documentation that provides the following for evaluation by the Mayor and Council:

- a. Experience and reputation in the field for the position sought.
- b. Knowledge of the area of expertise for the position sought:

Tax Appeal Attorney -Conflicts

- c. Experience and knowledge of the Borough of Englewood Cliffs
- d. Availability to accommodate any required meeting of the Mayor and Council
- e. Designated professional and support staff and location of firm's offices
- f. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Englewood Cliffs
- g. Hourly Rate Schedule, Per Diem Rate, and/or Retainer

II. Submit all materials in a sealed envelope addressed to Lisette M. Duffy, Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632. All submissions must be received on or before 12:00 PM on **October 9, 2012**.

Lisette M. Duffy
Borough Administrator
Borough of Englewood Cliffs