

**BOROUGH OF ENGLEWOOD CLIFFS**  
**2015 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 Mayor and Council of the Borough of Englewood Cliffs as the basis of an award for professional services most advantageous to the Borough:

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

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

Bond Counsel;  
Borough Attorney;  
Borough Auditor;  
Borough Engineer;  
Certified Tax Appraiser;  
Consultant Tax Appraiser for Litigation  
Financial Planner;  
Labor Attorney;  
Municipal Planner;  
Prosecutor;  
Public Defender;  
Real Estate Tax Appraiser;  
Tax Appeal Attorney – Conflicts;  
Tax Appeal Attorney

- c. Experience and knowledge of the Borough of Englewood Cliffs
- d. Availability to accommodate any required meeting of the Borough
- 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. Familiarity with master plan reexamination and COAH certification process and regulations.
- h. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
- i. Hourly Rate Schedule, Per Diem Rate, and/or Retainer

II. **Submit one (1) original of all materials in a sealed envelope addressed to Lisette M. Duffy, RMC Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 and email one (1) PDF version to [lduffy@englewoodcliffsnj.org](mailto:lduffy@englewoodcliffsnj.org) All documents and email to be received on or before 11:00 AM on December 10, 2014**

**BOROUGH OF ENGLEWOOD CLIFFS**  
**Lisette M. Duffy, RMC**  
**Borough Administrator/Municipal Clerk**

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

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

**Municipal Insurance Risk Manager**

- c. Experience and knowledge of the Borough of Englewood Cliffs
- d. Availability to accommodate any required meeting of the Borough
- 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. Licensed Insurance Agent in the State of New Jersey, familiar with public entity insurance
- h. Professional risk management consulting services as required in the bylaws of the South Bergen Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds
- i. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
- j. Responsibilities include:
  - Identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
  - Assist the municipality in understanding and selecting various coverages available from the municipal joint insurance fund and the municipal excess liability joint insurance fund.
  - Review with municipality any additional coverages that the consultant feels should be carried but are not available from the fund and subject to the municipality's authorization place such coverages outside the fund.
  - Assist the municipality in the preparation of applications, statements of values and similar documents requested by the fund, it being understood that this agreement does not include any appraisal work by the consultant.
  - Review the municipality's assessment as prepared by the fund and assist the municipality in the preparation of its annual insurance budget.
  - Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.

- Assist where needed in the settlement of claims, with the understanding that the scope of the consultant's involvement does not include the work normally done by a public adjuster.
- And any other services required by the fund's bylaws.

k. Fee, Hourly Rate Schedule, Per Diem Rate, and/or Retainer

II. Selection of professionals shall be solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.

III. **Submit one (1) original of all materials in a sealed envelope addressed to Lisette M. Duffy, RMC Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 and [email one \(1\) PDF version to lduffy@englewoodcliffsnj.org](mailto:lduffy@englewoodcliffsnj.org) All documents and email to be received on or before 11:00 AM on December 10, 2014**

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