

**BOROUGH OF ENGLEWOOD CLIFFS**  
**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:
    - **Special Outside Counsel/ Litigation and Other Matters**
  - 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. Disclose if previously represented the Borough or a defense against the Borough within the last 24 months
  - h. Include hourly rates and all expenses to be considered as part of your RFQ
  - i. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
- 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) copy of all requested materials, along with a PDF version on a CD in a sealed envelope addressed to Lisette M. Duffy, Borough Clerk, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before 2:00 PM on Friday, May 25, 2018.

**BOROUGH OF ENGLEWOOD CLIFFS**  
**By: Lisette M. Duffy, Borough Clerk**