I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE, FULL AND CORRECT COPY OF RESOLUTION NO. 553 ADOPTED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF BURLINGTON, NJ, AT ITS MEETING DATED JUL 28 2004

CLERK OF THE BOARD

RESOLUTION

WHEREAS, the Burlington County Board of Chosen Freeholders (" the Board") places the public trust above all else and remains steadfast in its commitment to the highest ethical standards in the conduct of its business on behalf of the taxpayers of Burlington County; and

WHEREAS, in order to avoid even the appearance of impropriety the Board has determined to discontinue the practice of awarding professional services contracts without the public solicitation; now therefore, be it

RESOLVED, by the Burlington County Board of Chosen Freeholders that effective January 1, 2005 professional services contracts shall be awarded through a competitive quality based, fair and open process which shall require that contracts be:

1. Publicly advertised in newspapers in sufficient time to give notice in advance of the contract; and

2. Awarded under a process that provides for public solicitation of proposals or qualifications; and

3. Awarded and disclosed under criteria established in writing by the County of Burlington prior to the solicitation of proposals or qualifications; and

4. Publicly opened and announced when awarded; and, be it

FURTHER RESOLVED, that nothing contained in this Resolution shall be construed as prohibiting the award of a professional services contract when an emergency exists requiring the immediate performance of services, with such award being made in accordance with the Rules of the Board; and, be it

FILED
OCT 17 2006
NINA MITCHELL WELLS
SECRETARY OF STATE

ADOPTED _____, 2004

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CLERK

RESOLUTION

FURTHER RESOLVED, that the County Administrator and County Solicitor are directed and authorized to take all action necessary to prepare and implement policies and procedures in accordance with this Resolution.

VINCENT R. FARIAS

ADOPTED July 28, 2004

FREDERICK F. GALDO, CLERK

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE, FULL AND CORRECT COPY OF RESOLUTION NO. 11 ADOPTED BY THE BOARD OF CHOSEN FREEHOLDERS OF THE COUNTY OF BURLINGTON, NJ, AT ITS MEETING DATED 1-12-05

Augustus M. Mosca
CLERK OF THE BOARD

RESOLUTION

WHEREAS, the Burlington County Board of Chosen Freeholders ("the Board") places the public trust above all else and remains steadfast in its commitment to the highest ethical standards in the conduct of its business on behalf of the taxpayers of Burlington County; and

WHEREAS, in furtherance of those standards the Board adopted Resolution No. 553 on July 28, 2004 which mandated that a competitive quality based, fair and open process be implemented which requires that professional services contracts be:

1. Publicly advertised in newspapers in sufficient time to give notice in advance of the contract; and

2. Awarded under a process that provides for public solicitation of proposals or qualifications; and

3. Awarded and disclosed under criteria established in writing by the County of Burlington prior to the solicitation of proposals or qualifications; and

4. Publicly opened and announced when awarded; and

WHEREAS, the County Administrator and County Solicitor were directed and authorized to take all action necessary to prepare procedures to implement this competitive quality based, fair and open process with regard to the award of professional services contracts; and

WHEREAS, it is the recommendation of the County Administrator and the County Solicitor that a flexible process which makes available contracting procedures which meet the "fair and open" requirements is best suited to meet the unique requirements of each department while allowing those departments to efficiently and effectively conduct business of the County for the benefit of the taxpayers; now, therefore, be it

ADOPTED _____, **2005**

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CLERK

RESOLUTION

RESOLVED, by the Burlington County Board of Chosen Freeholders that the following professional services contracting procedures for new matters/projects are hereby adopted and approved in order to achieve a competitive quality based, fair and open process:

1. Professional services may be awarded by virtue of a combined publicly advertised Request for Qualifications (RFQ) and Request for Proposals (RFP) which will be issued as one document for a specific project, with all proposals being evaluated;

2. For departments which have significant recurring needs for specific types of professional services, a department may utilize a publicly advertised RFQ to create a yearly pool of qualified vendors for various types of professional work, from which vendor(s) will be selected to solicit proposals for given projects;

3. Professional services may be awarded through a project specific process involving a publicly advertised RFQ, after which a limited number of best qualified vendors would be identified and proposals would then be solicited therefrom; and, be it

FURTHER RESOLVED that a County department may select and utilize any of the above designated professional services contracting procedures, subject to consultation with and approval by the County Solicitor, in order to ensure that the selected mechanism would best serve the needs of Burlington County and the department; and, be it

FURTHER RESOLVED that the designated professional services contracting procedures selected by a department and approved by the County

ADOPTED _____, **2005**

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CLERK

RESOLUTION

Solicitor must be processed in accordance with the requirements of public notice, solicitation and award established by Resolution No. 553 adopted July 28, 2004 by the Burlington County Board of Chosen Freeholders; and, be it

FURTHER RESOLVED that the following requirements shall also apply to any RFQ and/or RFP processed under the contracting procedures established by this Resolution:

1. A departmental review committee shall be established consisting of not less than two persons to prepare, process and evaluate any RFQ and/or RFP issued pursuant to the professional services contracting procedures set forth above; and

2. Each departmental review committee must prepare, prior to a request for proposal, a written cost estimate in order to allow for proper evaluation of the fee aspect of proposals; and

3. Said committee shall evaluate the respective qualifications and/or proposals taking into consideration the designated qualification and/or performance criteria, experience, quoted fee and other relevant factors in making a recommendation of award to the Burlington County Board of Chosen Freeholders; and

4. The departmental review committee may, in its sole discretion, conduct negotiations with qualified vendor(s), after receipt of proposal(s), in order to achieve the best possible contract terms and conditions for the County of Burlington and its taxpayers; and

ADOPTED _____, 2005

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CLERK

RESOLUTION

5. All recommendations by a departmental review committee for the award of a professional services contract, if accepted by the Freeholder Board, must be formally adopted and approved by the Board by Resolution in accordance with N.J.S.A. 40A:11-5; and, be it

FURTHER RESOLVED that nothing contained in this Resolution shall be construed as prohibiting, the award of a professional services contract when an emergency exists requiring the immediate performance of services, with such award being made in accordance with applicable law and the Rules of the Board; and, be it

FURTHER RESOLVED that the County Administrator, County Solicitor and County Department Heads are hereby directed to take any and all action necessary to implement the procedures set forth in this Resolution.

JAMES K. WUJCIK

ADOPTED January 12, **2005**

Augustus M. Mosca, **CLERK**