PUBLIC NOTICE TOWNSHIP OF WOOLWICH
NOTICE FOR SOLICITATION OF QUALIFICATIONS FOR PROFESSIONAL SERVICES UNDER A FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN that sealed qualifications for professional services for the year 2026 not subject to bidding pursuant to N.J.S.A. 40A:11-5, will be received by the Municipal Clerk of the Township of Woolwich. The sealed qualifications will be received and recorded at the Municipal Building, 120 Village Green Drive, Woolwich Township, NJ 08085 on Thursday, February 12, 2026, at 10:00 a.m. by the Woolwich Township Municipal Clerk.

Qualifications for the following professional service will be accepted:

Public Municipal Defender

Each submission to be considered shall comport to the criteria set forth herein:

(1) Should the applicant be a professional acquiring licensure in the State of New Jersey; said applicant shall be licensed for a period not less than five (5) years.
(2) The applicant shall submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
(3) The applicant shall submit a copy of the applicant or applicant firm's proposed 2026 Billing Schedule
(4) The applicant shall submit a resume, which shall set forth information including, but not limited to the following (as applicable to a business entity or individual professional);
    (a) Full name and business address;
    (b) A listing of all post high school education of the applicant;
    (c) Dates of licensure in the State of New Jersey and any other state;
    (d) A listing of any professional affiliations or membership in any professional societies or organizations with an indication as to any offices held therein;
    (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
    (f) A listing of all special accreditations held by the individual licensed professional or business entity;
    (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of service and the position held.

Qualification Packets may be obtained on the Woolwich Township Website www.woolwichtwp.org under heading "Government" tab, under "Useful Links", "Bid & RFP's" or by contacting the Woolwich Township Clerk at 856-467-2666 x7101 or via e-mail to jmignogna@woolwichtwp.org.

Qualification packets shall be enclosed in an opaque sealed envelope bearing the name and address of the responder and the words “Qualifications for Professional Services and the category of services” and clearly marked “Sealed Qualifications”, and addressed to the Township of Woolwich, 120 Village Green Drive, Woolwich Twp., NJ 08085, and may be received through the mail or hand delivered. Qualifications may be received before the hour and time given in this notice.

Responders are required to comply with the requirements of P.L. 1975 c. 127 (Affirmative Action) and
P.L. 2004, c.57 (Business Registration) and proof thereof is to be submitted with the RFP. Responders are also required to submit a statement of ownership with their qualifications as required by P.L. 1977 c.33 (Disclosure of Ownership).

The Township Committee of the Township of Woolwich reserves the right to reject any and all submission of qualifications and further reserves the right to waive minor irregularities and immaterial variances or formalities in the Qualifications received and to accept any Qualifications deemed most favorable by the Township of Woolwich, at the time and under the conditions stipulated.

The Township is not responsible for the loss or destruction of any qualification packages mailed or delivered to the Township Clerk prior to the time set for the receipt of same.

Jessica Mignogna, Municipal Clerk