Burlington County Board of Social Services
Resolution No. 2026-33

Authorizing Fair and Open Process for Contracts

WHEREAS, the Burlington County Board of Social Services ("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 the County of Burlington; and

WHEREAS, in order to maximize cost-efficiency, ensure fair-mindedness, and avoid even the appearance of impropriety the Board has determined that the entirety of its purchasing be conducted pursuant to competitive, equitable, and uniform procedures;

WHEREAS, the Board anticipates utilizing the services of a **General Counsel**, **Conflict Counsel and Auditor**, and desires to conduct an open and fair process in order to select competent service providers at a competitive cost; and

NOW, THEREFORE, BE IT RESOLVED by the Burlington County Board of Social Services, a public body corporate and politic of the State of New Jersey, that:

1. The Board shall continue utilizing public bid procedures pursuant to N.J.S.A. 40A:11-4, competitive quotations pursuant to N.J.S.A. 40A:11-6.1, competitive contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., and cooperative purchasing pursuant to N.J.S.A. 40A:11-10, N.J.S.A. 40A:11-11, and N.J.S.A. 40A:11-12 for the purchase of goods and services.

2. For purchases in excess of $17,500 which are exempted from the procedures listed above according to N.J.S.A. 40A:11-5, including professional services contracts and extraordinary unspecifiable contracts, the Board shall continue making awards through a competitive, quality-based, fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. which shall require that contracts be:

a. Publicly advertised on the Board's internet web site or in newspapers in sufficient time to give notice in advance of the contract;

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

c. Awarded and disclosed under criteria established in writing by the Board prior to the solicitation of proposals or qualifications; and

d. Publicly opened and announced when awarded.

3. The Board shall continue to utilize a fair and open process which is fully compliant with the recommendations promulgated by the New Jersey Office of the State Comptroller in the report entitled "Best Practices for Awarding Service Contracts" dated March 4, 2010.

4. The Board shall evaluate proposals on the basis of the most advantageous, price and other factors considered. Specifically, the evaluation will consider:

a. Technical Considerations (responsiveness; scope of work understanding; qualifications and experience; innovation; environmental respect).

b. Performance (track record; references and recommendations; responsibility; integrity; cultural sensitivity).

c. Cost (relative cost; full explanation).

d. Local Criteria (familiarity; community stake).

5. The weighting of the evaluation criteria listed above shall conform with Exhibit "A".

6. The Board authorizes and directs the Purchasing Agent to prominently post a Public Notice on the Board's official internet site welcoming qualified individuals and firms to submit proposals to furnish the following services which are anticipated to exceed $17,500 for the period November 1, 2026 through October 31, 2027:

a. General Counsel (RFP 2026-6).

7. The Public Notice for the aforementioned services shall contain the following provisions:

a. Complete instructions and specifications may be obtained at no charge by prospective bidders during business hours from the Purchasing Agent, Burlington County Board of Social Services, Burlington County Human Services Facility, 795 Woodlane Road, Suite 100, Mount Holly, New Jersey 08060-3335, telephone number 609-518-4702.

b. The deadline for submitting proposals is October 14, 2026 at 10:00 a.m. prevailing time. Proposals must be received by the Board at its offices on or before this date and time.

c. All proposals shall be publicly opened on October 14, 2026 at 10:00 a.m. by the Purchase Agent or designee, and the name of each proposer, their price proposal, and other pertinent information read aloud. The opening of the proposals shall take place at the Burlington

County Human Services Facility, 795 Woodlane Road, Mount Holly (Westampton Township), New Jersey. The public is invited to attend.

8. The Board authorizes and directs the Purchasing Agent to prominently post a Public Notice on the Board's official internet site welcoming qualified individuals and firms to submit proposals to furnish the following services which are anticipated to exceed $17,500 for the period February 1, 2027 through January 31, 2028:

a. Conflict Counsel (RFP 2027-1).

b. Auditor (RFP 2027-2).

9. The Public Notice for the aforementioned services shall include the following provisions:

a. Complete instructions and specifications may be obtained at no charge by prospective bidders during business hours from the Purchasing Agent, Burlington County Board of Social Services, Burlington County Human Services Facility, 795 Woodlane Road, Suite 100, Mount Holly, New Jersey 08060-3335, telephone number 609-518-4702.

b. The deadline for submitting proposals is November 5, 2026 at 10:00 a.m. prevailing time. Proposals must be received by the Board at its offices on or before this date and time.

c. All proposals shall be publicly opened on November 5, 2026 at 10:00 a.m. by the Purchasing Agent or designee, and the name of each proposer, their price proposal, and other pertinent information read aloud. The opening of the proposals shall take place at the Burlington County Human Services Facility, 795 Woodlane Road, Mount Holly (Westampton Township), New Jersey. The public is invited to attend.

10. Nothing contained in this Resolution shall be construed as prohibiting the award of a contract when an emergency exists requiring the immediate performance of services, in accordance with emergency purchasing procedures found at N.J.S.A. 40A:11-6, N.J.A.C. 5:34-6.1, and Board Resolution No. 2003-12.

11. The Director and Purchasing Agent are hereby directed and authorized to take all action necessary to prepare and implement policies and procedures in accordance with this Resolution.

12. If any provision of this Resolution, or the application thereof to any person or circumstance, is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, the remainder of the Resolution and the application thereof, to other persons or circumstances shall not be affected thereby.

13. All resolutions and parts of resolutions are repealed insofar as they are inconsistent herewith.

14. This Resolution shall take effect immediately.

Chairperson

I hereby certify that the above resolution was adopted by the Burlington County Board of Social Services assembled in regular session on September 17, 2026.

Secretary

EXHIBIT
"A"

EVALUATION CRITERIA:

1. Technical Criteria:

(a) ***Responsiveness***: Is the contractor's proposal responsive, complete, and specific to all RFP requirements?
(b) ***Scope of Work Understanding***: Does the contractor's proposal demonstrate a clear appreciation of the scope of work and related objectives?
(c) ***Qualifications & Experience***: Does the contractor's proposal demonstrate relevant and up-to-date qualifications, skills and experience in the field?
(d) ***Innovation***: Does the contractor's proposal demonstrate innovative and creative work methods, techniques and technologies?
(e) ***Environmental Respect***: Are sound environmental practices such as recycling, energy efficiency, and waste reduction utilized by the contractor?

2. Performance Criteria:

(a) ***Track Record***: Does the contractor's proposal document a track record of outstanding performance in the handling of similar work?
(b) ***References & Recommendations***: Does the contractor's proposal document satisfied clients who can vouch for the contractor's achievements and reputation in the field?
(c) ***Responsibility***: Does the contractor document reliable and timely service?
(d) ***Integrity***: Does the contractor have a record of moral integrity?
(e) ***Cultural Sensitivity***: Does the contractor demonstrate cultural sensitivity and respect for diversity?

3. Cost Criteria:

(a) ***Relative Cost***: How does the cost compare to other similarly scored proposals?
(b) ***Full & Detailed Explanation***: Is the rate/price and its component charges, fees, etc. adequately explained and documented?

4. Local Criteria:

(a) ***Familiarity***: Does the contractor demonstrate familiarity with the County of Burlington and its residents, businesses, institutions, geography, features, and municipal and county government entities?
(b) ***Community Stake***: Does the contractor employ staff members who reside in the County of Burlington and have a stake in the effective and efficient operation of county government?