

**City of Union City Requests Proposals From Law Firms Interested in  
Serving as “Substitute Municipal Court Prosecutor – to the City of  
Union City” For the period July 1, 2015 through June 30, 2016**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) from law firms licensed to practice law in the State of New Jersey that wish to serve as substitute Municipal Court Prosecutor to the City of Union City for a contract period beginning on July 1, 2015 and ending on June 30, 2016. All candidates are required to comply with N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful firm must have significant experience in the prosecution of cases in municipal courts in New Jersey. The successful firm will perform the following duties relating to, but not necessarily limited to:

1. All necessary and desirable legal counsel and advice for the preparation and prosecution of cases as needed to substitute for the municipal court prosecutor;
2. Conducting the prosecution of such cases except such crimes and offenses as it may be the duty of the County or State officials to prosecute;
3. Attend, schedule, and conduct such meetings with the Union City Police Department and its police officers as are necessary to the successful prosecution of cases;
4. Any other matters as directed by the Municipal Court.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq*.

**Professional Information and Qualifications**

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm’s offices and corresponding telephone and fax numbers. Please note specifically which attorneys will be assigned to serve in the position of substitute Municipal Court Prosecutor;

3. Areas of Practice;
4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a description of their experience with positions similar to those described above;
5. Experience related to the prosecution of cases in Municipal Court in an urban environment in New Jersey which is substantially similar to the City of Union City;
6. At least four (4) references, three (3) of which must have knowledge of your municipal court and criminal law practice;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. The City shall pay the substitute municipal prosecutor \$200 per court session;
9. Statement of corporate ownership (c.52:25-24.2).

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
3. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and
4. The cost and expense that will be necessary to familiarize the attorney with the legal issues arising in the prosecution of municipal offenses.
5. Cost competitiveness in light of all of the above factors; and

### **Submission Requirements**

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on Friday June 5, 2015. The RFP must be received no later than 11:00 a.m. on Friday June 5, 2015 by:

Dominic Cantatore Acting City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" papers.