



**SOLICITATION FOR REQUEST
FOR PROPOSALS (RFP'S)
FAIR & OPEN PROCESS**

Date: 1/12/16 **Department** Department of Law

1. Service (detailed description) Part Time Municipal Prosecutors for the Vineland Municipal Court for a one year term
2. Estimated amount for this project: \$ _____
3. AMOUNT BUDGETED FOR THIS RFP: \$ _____
4. BUDGETED ITEM: YES NO
(If no, is it an ordinance authorized material, service or supply?)
- YES NO ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. _____ Account No. _____

5. Check here if:
- Federal Funds State Funds
- UEZ Funds Davis Bacon Requirements

(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date you want to receive proposals by: February 9, 2016
7. Special conditions or instructions: FOR A ONE YEAR TERM

Attachments:

- Technical Requirements
 List of vendors

Send copies to:
Purchasing Division
Business Administration


1/12/16

PART TIME MUNICIPAL COURT PROSECUTORS (2)

SCOPE OF WORK

Applicants must demonstrate knowledge and experience with respect to all aspects of Municipal Court matters. There will be two part time positions, of which one shall be the Chief Municipal Prosecutor. However, one attorney may apply for both part time positions or for one of the two part time positions. The Municipal Prosecutors shall serve Monday, Tuesday and Wednesday Court Sessions during regular court hours. One session may be held in the evening in lieu of one day session. Special sessions may occur as well. A prosecutor must be available for all scheduled court sessions.

1.1 General Criteria:

Any experience or knowledge of matters that directly affects the City of Vineland should be addressed. The successful individuals shall comply with all applicable federal, state, and local statutes, rules and regulations.

1.2 Qualifications:

In addition to the qualifications as specified herein and in City Code, the Municipal Prosecutors shall have all of the qualifications as specified in N.J.S.A. 2B:25-4. Should two attorneys be chosen to serve, the decision regarding the appointment as Chief Municipal Prosecutor shall be made in accordance with the City Code.

1.3 Services:

The Vineland Municipal Court presently has sessions Monday, Tuesday and Wednesday during the regular business hours with the possibility of having one session in the evening per week in lieu of all or a portion of all or a portion of one day session. The Part time Municipal Prosecutors will provide professional legal services in the form of Municipal Prosecutors to the City of Vineland Municipal Court including but not limited to the following:

- a) Prosecute all matters before the Vineland Municipal Court and shall perform such other duties as are required by the Law Department in case of need.
- b) Represent the State, the county or the municipality in the prosecution of all offenses with the statutory jurisdiction of the municipal court as defined by law; including municipal ordinance and municipal code violations pertaining to zoning, land or property use regulation, property maintenance, building or construction, among other violations.

- c) Handle all phases of the prosecution of an offense, including but not limited to discovery, depositions, motions, pretrial and post-trial hearings, trials, removals to Superior Court or federal district court and other collateral functions reasonably related to the defense, including the preparation of both expert and lay investigations and testimony as well as other preparations as needed and authorized to be performed by law or Rule of Court.
- d) Municipal appeals not handled by the County Prosecutor
- e) The Chief Municipal Prosecutor shall be responsible for scheduling and such other supervisory requirements as necessary for the efficient operation of the Municipal Court as related to that office in accordance with N.J.S.A. 2B:25-4(f).
- e) Other services, as needed and assigned and as specified in N.J.S.A. 2B:25-5. The Administration may call upon the Municipal Prosecutors to attend meetings, including meetings of the governing body, provide the same does not interfere with the orderly administration of the Municipal Court.