CITY OF ORANGE TOWNSHIP  
29 NORTH DAY STREET  
ORANGE, NEW JERSEY 07050  
TELEPHONE: (973)-266-4025  

December 6, 2018  

PUBLIC NOTICE  
REQUEST FOR PROPOSALS  

It is the intention of the City of Orange Township to award a contract through a fair and open process as set forth in N.J.S.A. 19:44A-20.5 and intends to award the contracts pursuant to N.J.S.A. 40A:11-5 (1)(a)(i). The City of Orange Township is requesting proposals from qualified individuals or firms (prior experience with a municipal governing body is desirable but not required) to provide the following professional services:  

Budget Consultant  

Scope of Services  

Budget Consultant  
To provide professional budget consultant services including, but not limited to, the assisting and reviewing of the proposed 2019 budget to ensure compliance with the rules and regulations as promulgated by the Division of Local Government Services and N.J.S.A.40A:4-1 et seq. “Local Budget Law”.  

Proposal Requirements  

Proposals shall contain a description of the respondent’s qualifications and experience. The description of the respondent’s qualifications and experience shall evidence knowledge of the applicable procedures pertaining to the Scope of Services. A schedule of specific compensation requirements/fee for services or if applicable hourly billing rates for all categories of staff who will be assigned to perform contract services if a contract is awarded; other charges, if any, to be billed under the contract.  

Submissions of Proposals  

Proposals (original and five (5) copies) must be received by the City no later than 11:00 a.m. on January 3, 2019, and must be mailed or hand-delivered to the City of Orange Township, Attention: Joyce L. Lanier, City Clerk, Orange City Hall, 29 North Day Street, Room 303, Orange, New Jersey 07050. Proposals forwarded by facsimile or email transmissions will not be accepted. Proposals sent either by mail or courier service must be received by the Office of the City Clerk no later than 11:00 a.m. on Thursday, January 3, 2019. The City shall not be responsible for the loss, non-delivery, or physical condition of Proposal sent by mail or courier service. All Proposals shall be submitted in sealed envelopes; the applicable wording specific to the proposal shall appear on the envelope as follows:
“PROPOSAL FOR BUDGET CONSULTANT”

Proposals received in the Office of the City Clerk after the date and time prescribed shall not be opened and will be returned unopened to the sender.

The proposals will be reviewed by the Finance Committee. Interviews may be established, if necessary. Please note that individuals or firms submitting proposals are not guaranteed an interview. Proposals will be evaluated on the qualifications and experience of the applicant and acceptable fees. All questions pertaining to the proposal should be directed to Joyce L. Lanier, City Clerk (973) 266-4025.

If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Copies of the City’s Request for Proposals can be obtained by contacting Joyce L. Lanier, City Clerk at the City of Orange Township, Orange City Hall, 29 North Day Street, Orange, New Jersey 07050. Telephone number: (973) 266-4026, facsimile (973) 672-6643, or the City website: www.ci.orange.nj.us under the Business Tab – Bids and Solicitations or www.orangetwpnjcc.org under the Forms and Document Tab.