

**TOMS RIVER TOWNSHIP BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1**  
**CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR**  
**PROFESSIONAL AND OTHER CONTRACTS**  
**UNDER THE FAIR AND OPEN PRACTICE**

NOTICE IS HEREBY GIVEN, for applicants for the positions of Fire District Auditor and Attorney as included in a notice of publication authorized by the Toms River Township Board of Fire Commissioners District No. 1 by Motion of February 6, 2019 for submission of qualifications. The Toms River Township Board of Fire Commissioners District No.1 shall take into consideration the following factors, which will be weighted by the Toms River Township Board of Fire Commissioners District No.1 as the basis of awarding contracts for professional services most advantageous to the Toms River Township Board of Fire Commissioners District No. 1:

I. Resume and letter application for either Auditor or Attorney including all documentation that provides the following for evaluation by the Toms River Township Board of Fire Commissioners District No. 1:

- Experience, qualifications and reputation in the field for the position sought
- Knowledge of the area of expertise for the position sought
- Willingness to accept the fee schedule promulgated by the Toms River Township Board of Fire Commissioners District No. 1.
- Availability to accommodate any required meeting of the Toms River Township Board of Fire Commissioners District No. 1.
- Designated professional and support staff and location of firm's offices
- References in general and in particular regarding the professional contractor

II. Selection of professionals shall be based solely upon the evaluation by the Toms River Township Board of Fire Commissioners District No. 1 of the submitted material. The Board of Fire Commissioners reserves the right to set the terms and conditions of the contract with the successful firm or firms to obtain the most advantageous situation of the Board of Fire Commissioners.

III. Applicants shall submit all materials in a sealed envelope addressed to Brian Kubiel, Toms River Township Fire Commissioners District No. 1, 1144 Hooper Ave Suite 306, Toms River, New Jersey, 08753, to be received on or before 12:00 p.m. on March 1, 2019.

Submit (2) two original paper copies,  
**Faxed or E-Mailed proposals will NOT be accepted.**