

**REQUEST FOR PROPOSALS
FOR SPECIALIZED LEGAL SERVICES
BURLINGTON COUNTY SOLICITOR'S OFFICE**

Two copies plus 1 USB Drive (in PDF format) of Responses to this Request for Proposals including all required documentation must be received in the Burlington County Solicitor's Office, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060 no later than 3 p.m. on Tuesday, July 1, 2025. Late Responses will not be considered. Responses sent via electronic mail and/or facsimile will not be accepted.

Description:

The County of Burlington is seeking responses from a qualified attorney/law firm, duly licensed and in good standing in the State of New Jersey from which submissions the County will award a one-year contract for the following specialized legal services:

1. Attorney Services for Settlement Negotiations for the Office of the County Adjuster in accordance with N.J.A.C. §10:7-4.1

A contract will be awarded to the successful firm for the term September 1, 2025 through August 31, 2026.

Qualification Requirements:

Each attorney/law firm proposed to provide work for the County must be licensed in the State of New Jersey and have at least five (5) years of experience in the area of law for which they request to be qualified. **Resumes demonstrating such experience must be submitted in response to this RFP for EACH attorney proposing to be qualified.**

Each attorney/law firm must execute and deliver with the response to this RFP a certification in the form provided stating that the candidate has no conflicts of interest, actual or apparent, that would compromise his/her independence of judgment in the performance of the designated services.

Each attorney/law firm must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Each attorney law firm must also comply with the New Jersey Business Registration Act and Statement of Ownership, N.J.S.A. 52:25-24.2.

Additional Proposal Requirements for the area of specialized legal services are specified under the Scope of Work descriptions set forth below.

Scope of Work for Attorney Services for Settlement Negotiations for the Office of the County Adjuster

Attorney Services for Settlement Negotiations for the Office of the County Adjuster

In accordance with N.J.A.C. §10:7-4.1, the County Adjuster's Office is responsible for effectuating settlements of certain patients of State and/or County owned psychiatric hospitals for their payment of expenses for the cost of care and maintenance while at the facility. The Adjuster's Office staff conduct exhaustive financial and residential investigations whether the patient has the ability to pay all or a portion of the cost of care and maintenance pursuant to the Charity Care Fee Scale or Treasury Formula and further, the Adjuster determines whether the County or State is responsible for the support of the individual. Settlements are ultimately effectuated through a Petition to the Court and Order, all prepared by the Adjuster's Office legal staff and confirm that all settlements are in compliance with all appropriate Federal and State laws and regulations, excluding Medicaid and other governmental benefits. The County Adjuster shall also be responsible for a hearing, with proper notice, for settlement and support, only if there are objections to the proposed Court Order.

Currently, the Adjuster's office has seen an influx of patients that require a settlement investigation and/or possible Orders of Settlement from the Court. The Board of County Commissioners has significant recurring needs to procure attorney services for settlement negotiations to assist the County Adjuster's Office in the legal filings, services of Notice and participate in possible hearings on behalf of the Office.

Submission of Proposals:

This RFP is open to all qualified candidates. The County of Burlington will not discriminate on the basis of gender, race, age, ethnicity, handicap or any other legally protected class.

A review committee will be established within the Solicitor's Office which shall review and evaluate all responses and determine a limited number of best-qualified candidates applicants with which to negotiate. The evaluation will consider:

- a. Experience and reputation in the respective areas of specialized legal services including meeting the minimum experience requirements set forth in this RFP;
- b. Personnel Qualifications, including resumes of key individuals providing said services.
- c. Location of office relative to location of where work is to be performed;

d. Other factors, if demonstrated to be in the best interest of Burlington County and the Solicitor's Office.

After negotiations, the review committee will present to the Board of County Commissioners of the County of Burlington a recommendation for an award of contract for legal services for the period September 1, 2025 through August 31, 2026.

Each attorney/law firm responding to this RFP must submit two (2) complete copies plus 1 USB Drive, (in PDF format) of their responses, including all necessary documentation no later 3:00 p.m. Tuesday, July 1, 2025 to the Burlington County Solicitor's Office, 49 Rancocas Road, Room 225, P.O. Box 6000, Mount Holly, New Jersey 08060.

Schedule Of Fees: Please provide a standardized Schedule of Fees for each type of professional service for which the responder will provide, setting forth the job title and hourly rate for each type of employee envisioned to perform such services.

Contract Award:

The Contract to serve as the attorney/law firm for the designated specialized services contained in this RFP will be awarded based on Proposals and other factors.

The conduct and performance of the attorney/law firm pursuant to the Contract awarded through this Request for Proposals shall be subject to all applicable laws, rules and regulations pertaining to licensed attorneys. The attorney/law firm shall at all times be regarded as an independent contractor. Nothing herein or in the Contract shall be construed to create an employer-employee relationship between the Board of County Commissioners and the attorney/law firm.

Insurance:

The attorney/law firm deemed qualified shall maintain adequate insurance coverage during the term of the Contract awarded pursuant to the following guidelines:

- a. Statutory Worker's Compensation and Employer's Liability Insurance; and
- b. Commercial General Liability including Products Completed Operations coverage for Personal Injury and Property Damage of not less than one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) annual aggregate.
- c. Comprehensive Automobile Bodily Injury and Property Damage Liability coverage of not less than \$1,000,000 combined single limit; and
- d. Professional Liability/Errors and Omissions insurance coverage of not less than \$1,000,000 each wrongful act, \$2,000,000 aggregate.

Prior to the effective date of this Agreement, and as a condition precedent to it taking effect, the FIRM shall provide a Certificate of Insurance as verification of the existence of said insurance policies. Approval of the coverage and the Certificate by the Insurance and Risk Management Division is a precedent to the taking effect of this Agreement. The Certificate must name the Board of County Commissioners of the County of Burlington as an additional insured and should be issued to:

Board of County Commissioners of the County of Burlington
Attn: Insurance and Risk Management Division
49 Rancocas Road, P.O. Box 6000
Mt. Holly, NJ 08060-6000

All above-mentioned insurance policies shall be primary and noncontributory to any other insurance or self-insurance maintained by Burlington County.

Each attorney/law firm shall provide a Certificate of Insurance as verification of the existence of said insurance policies as part of its response to the RFP.

Approval of the coverage and the Certificate by the Insurance and Risk Management Division is a precedent to the taking effect of the contract awarded to the attorney/law firm selected. Any questions regarding insurance should be directed to Tami Granata, Risk Manager at (609) 702-7135.

Each attorney/law firm shall agree to the inclusion of the following language in any contract ultimately awarded:

"Contractor shall be solely responsible for and shall keep, save, defend and hold harmless the Board and its servants, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, cost and expenses in connection therewith on account of personal injury, loss of life, and damage and loss of real and personal property of any person, agency, corporation, or government entity arising out or in consequence to any acts or omissions of Contractor, his employees, agents and subcontractors, in the performance of the work covered by this Agreement or the failure to comply with the terms and conditions of this Agreement."

The attorney's/law firm's conduct and performance pursuant to any contract awarded for any area of specialized legal services shall be subject to all applicable laws, rules and regulations pertaining to licensed attorneys. The attorney/law firm shall at all times be regarded as an independent contractor. Nothing herein shall be construed to create an employer-employee relationship between the Board and the attorney/law firm.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

P.L.2004, c.57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a public contracting agency.

All bidders must submit a copy of their State of New Jersey Business Registration Certificate prior to award of any contract.

The State Division of Revenue issues Business Registration Certificates. There is no cost to file, and renewal is unnecessary, though changes to information must be submitted.

Information on how a business can obtain a certificate on the Internet at www.nj.gov/njbgs or by phone at (609) 292-1730.

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 et seq. (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, or of all members in the limited liability company who own a ten percent (10%) or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns ten percent (10%) or more of its stock, of any class, or no individual partner in the partnership owns a ten percent (10%) or greater interest therein, or no member in the limited liability company owns a ten percent (10%) or greater interest therein, as the case may be.
(SKIP TO PART IV)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF TEN PERCENT (10%) OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a Bidder/Proposer has a direct or indirect parent entity which is publicly traded, and any person holds a ten percent (10%) or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a ten percent (10%) or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a ten percent (10%) or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the ten percent (10%) ownership criteria established pursuant to N.J.S.A. 52:25-24.2 et seq. has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the Bidder/Proposer; that the **County of Burlington** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **County of Burlington** to notify the **County of Burlington** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **County of Burlington** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):			
Signature:			

CONFLICT OF INTEREST CERTIFICATION

The undersigned certifies to the Board of Chosen Freeholders of the County of Burlington that, in performing services to Burlington County, he/she knows of no circumstance that would constitute a conflict of interest, financial or otherwise, between himself/herself or his/her firm and the Board, its members or with the interest of the County of Burlington in general. The undersigned further certifies that he/she knows of no circumstances or relationships between himself/herself or his/her firm and third parties that would cause the actual or appearance of a conflict of interest or a compromise of judgment and independence in the performance of the designated services.

The undersigned acknowledges this is a continuing certification and shall remain in effect for the term of the attorney services.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

By: _____

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C.127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will received consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job—related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award by prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conduction a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**