

**JACKSON BOARD OF FIRE COMMISSIONERS DISTRICT NO. 3
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL LEGAL CONTRACTS UNDER THE FAIR AND OPEN
PRACTICE ACTS**

NOTICE IS HEREBY GIVEN, for applicants to the position of Fire District Accountant and as included in a notice of publication authorized by the Jackson Board of Fire Commissioners, District No. 3, by motion on February 21, 2023, for submission of qualifications. The Jackson Board of Fire Commissioners, District No. 3, shall take into consideration the following factors, which will be weighted by the Jackson Board of Fire Commissioners, District No. 3, as the basis for awarding a contract for professional services most advantageous to the Jackson Board of Fire Commissioners, District No. 3.

I. Resume and letter application for the position of Fire District Accountant, including all documentation that provides the following information for evaluation by the Jackson Board of Fire Commissioners, District No. 3:

- a. Experience, qualifications, knowledge, and reputation of at least five years in the specific field of Fire District Accountant, to include, but not be limited to:
 - i. New Jersey Fire District law
 - ii. Applicable New Jersey Fire District election law
 - iii. New Jersey General and Fire District Budget, Finance, Purchasing and Acquisition practices and applicable law
 - iv. Applicable New Jersey Governmental law and regulations
 - v. Experience with at least three similarly sized Fire Districts.
- b. Availability to accommodate all required meetings of the Jackson Board of Fire Commissioners, District No. 3 including, but not limited to, all budget preparation meetings.
- c. Designated professional and support staff as necessary and location of firm's offices in reasonable commuting distance of the Board's offices.
- d. References in general and regarding the applicable professional experience of the applicant professional.
- e. Billing rates to be submitted on an hourly basis.

II. Selection of professionals shall be based solely upon evaluation by the Jackson Board of Fire Commissioners, District No. 3, of the materials submitted by the applicant. The Jackson Board of Fire Commissioners, District No. 3, reserves the right to set the terms and conditions most advantageous to the situation of the Board of Fire Commissioners.

III. Applicants shall submit all materials in a sealed envelope addressed to Board

Chairman Wayne Keegan, Jackson Board of Fire Commissioners, District No. 3, 200 Kierych Memorial Drive Jackson, New Jersey, to be received before 5:00 p.m., March 13th, 2023.

Submit TWO original paper copies

Faxed or E-mailed proposals will NOT be accepted.