

**Township of Fairfield**  
**Request for Proposals for**  
**Qualified Person/LLC/Academy or Other Business Entity for Clinic Basketball Program**

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process in accordance with NJSA 19:44A-20.5, sealed qualifications will be received by the Township of Fairfield, Municipal Clerk's Office at 230 Fairfield Road, Fairfield, New Jersey 07004, on Wednesday, December 27, 2017, 3:00 PM for "Clinic Basketball Program"

Term: January 1, 2018 to March 1, 2018 with the option to extend up to two (2) additional one (1) year contracts.

**A. PURPOSE:** The purpose of this Request for Qualifications is to solicit interest from a qualified person/LLC/Academy or other business entity to provide Professional basketball training with a wide range of experience. A qualified applicant will be selected through a competitive, quality-based fair and open process at the sole discretion of the Township.

**B. PROCEDURE FOR RESPONDING TO REQUEST FOR QUALIFICATION:**

1. Any proposals in whole or part received after said opening, whether by mail or otherwise will be deemed non-responsive. No proposal will be accepted after the date set forth above. Proposals must be submitted in a sealed envelope with the names of the applicant or individual submitting the proposal clearly marked on the outside of the envelope "CLINIC BASKETBALL PROGRAM". It is recommended that each proposal package be hand-delivered. The Township assumes no responsibility for delays in any form of carrier, mail or delivery service causing the proposal to be received after the above referenced due date and time. Submission by fax telephone, or email is not permitted. The final selection shall be made at the recommendation of the Recreation Director upon consultation with the Recreation Commission to the Mayor and Council of the Township of Fairfield.

**C. CRITERIA FOR EVALUATION OF QUALIFICATIONS:** The Request for Qualification Review will be conducted by the Recreation Director who will fairly and independently evaluate each submission and upon consultation with the Recreation Commission a selection will be made based upon the following criteria:

1. Experience and reputation in the field.
2. Knowledge of the subject matter of the services to be provided to the Township
3. Compensation proposal
4. Compliance with the minimum qualifications established by the Township of Fairfield
5. Other factors determined to be in the best interest of the Township

**D. QUALIFICATIONS REQUIREMENTS:** The Township of Fairfield is seeking a qualified person/LLC/academy or other business entity to run its clinic Basketball Program.

1. Qualifications: Must have an extensive background in the development of youth basketball players.
2. Required Documentation:
  - Provide instructional training to various age categories
  - Supply adequate staffing for training
  - Provide all required equipment necessary
3. Required insurances:
  - Certificate of Liability (Naming the Twp of Fairfield as additionally insured) with coverage up to a million dollars.
  - A Hold Harmless Agreement in favor of Fairfield Township
  - A Business Registration Certificate
  - A Certificate of Employee Information Act (AA302)
  - A W9
  - (EE) paperwork
4. Compensation
  - Rate per participant

RESUME- All resumes submitted to the Township of Fairfield shall include the following:

Name and address

Experience, qualifications, and applicable licenses held by the individuals primarily responsible for servicing the Township of Fairfield

A detailed listing of references

A statement of Insurance coverage

A statement of assurance to the effect that the person or business entity and any of its personnel are not nor have been in violation of any laws that protect children and or regulatory rules or regulations that may have an impact on the provision of services.

COMPLIANCE: In addition, all proposals shall comply with P.L. 1977 c.33 requiring submission of a statement of corporate ownership, N.J.S.A. 52:32-44 requiring submission of a NJ Business Registration Certificate and the collection of use taxes; and with P.L. 1975, c.127 and N.J.A.C. 17:27-1 et seq., requiring compliance with equal employment opportunity and affirmative action laws, in addition to Meghan's Law and the submission of proof of compliance therewith.

**RESERVATION OF RIGHTS;** The Township reserves the right to reject any and all proposals in which or in par, and/or to waive any immaterial defect or informality in a proposal as may be permitted by law.