



REQUESTS FOR PROPOSAL

TOWNSHIP OF PLAINSBORO

Alternate Township Prosecutor

2025

Respond by: 11:00 a.m. – December 3, 2024

Respond to: Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with
N.J.S.A. 19:44A-20.5 et seq.*

I. Introduction

Plainsboro Township is seeking professional services to carry out the duties of Township Prosecutor.

II. Scope of Work

In the absence of the Township Prosecutor, the duties of Alternate Township Prosecutor include:

1. Responsible for conducting prosecution for crimes and offenses under the jurisdiction of the Plainsboro Township Municipal Court.
2. Responsible for conducting prosecution for complaints of any department under state law and for violation of rule and regulations promulgated by any department except such crimes and offenses that may be the duty of the County Prosecutor to prosecute.
3. Render legal opinions in writing about any questions of laws submitted by the Township Committee.
4. Maintain records of all actions, suits and proceeding and matters which relate to the Township's interests.

III. Contents of Proposal

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Township Prosecutor or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and three (3) copies.

IV. Compensation

The Alternate Township Prosecutor receives a fee of \$1,000 per session, capped at 12 sessions per year. A session is defined as the commencement of the court until adjournment and may include any additional time deemed necessary by the judge or court administrator.

V. Selection Process

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

VI. RESPONSE/INQUIRIES

All submittals should be clearly labeled “**2025 RFP Enclosed**” and forwarded to:

Carol J. Torres
Township Clerk
Township of Plainsboro
641 Plainsboro Road
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on December 3, 2024.

All inquiries should be directed to Anthony Cancro at (609) 799-0909, extension 1103.