

## REQUEST FOR QUALIFICATIONS

### FOR THE PROVISION OF LEGAL SERVICES IN 2021

#### INTRODUCTION AND GENERAL INFORMATION

##### 1.1. Introduction and Purpose.

Bergen Community College is soliciting Qualification Statements from interested persons and/or firms for the provision of legal services, as more particularly described herein. Through a Request for Qualification process described herein, persons and/or firms interested in assisting the College with the provision of such services must prepare and submit a Qualification Statement in accordance with the procedure and schedule in this RFQ. The College will review Qualification Statements only from those firms that submit a Qualification Statement that includes all the information required to be included as described herein (in the sole judgment of the College). The College intends to qualify (a) person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the College.

##### 1.2. Procurement Process and Schedule

The selection of Qualified Respondents is not subject to the provisions of the County College Contracts Law, N.J.S.A. 18A:64A-25.5 et seq. The selection is subject to the "New Jersey Local Unit Pay-to-Play" Law, N.J.S.A. 19:44A-20.4 et seq. The College has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualification Statement in response to the RFQ. Qualification Statements will be evaluated in accordance with the criteria set forth in Section 2 of this RFQ, which will be applied in the same manner to each Qualification Statement received.

Qualification Statements will be reviewed and evaluated by the College and its legal and/or financial advisors (collectively, the "Review Team"). The Qualification Statements will be reviewed to determine if the Respondent has met the minimum professional, administrative and financial areas described in this RFQ. Under no circumstances will a member of the Review Team review responses to an RFQ for any services for which they or their firm submitted a response. Based upon the totality of the information contained in the Qualification Statement, including information about the reputation and experience of each Respondent, the College will (in its sole judgment) determine which Respondents are qualified (from professional, administrative and

financial standpoints). Each Respondent that meets the requirements of the RFQ (in the sole judgment of the College) will be designated as a Qualified Respondent and will be given the opportunity to participate in the selection process determined by the College.

The RFQ process commences with the issuance of this RFQ. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The College reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFQ or the RFQ process shall be directed to the College's Designated Contact Person, in writing.

**Designated Contact Person:**

Ms. Stephanie Weise, Assistant Director  
Purchasing and Services  
Bergen Community College  
400 Paramus, Road  
Paramus, NJ 07652  
[purchasing@bergen.edu](mailto:purchasing@bergen.edu)

**Qualification Statements must be submitted to, and be received by the College in the Purchasing Office A-205E, via mail by 3:00 PM Prevailing Time on October 8, 2020. Qualification Statements will not be accepted by facsimile transmission or e-mail.**

Subsequent to issuance of this RFQ, the College (through the issuance of addenda to all firms that have received a copy of the RFQ) may modify, supplement or amend the provisions of this RFQ in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the College.

**TABLE 1  
ANTICIPATED PROCUREMENT SCHEDULE**

<u>ACTIVITY</u>	<u>DATE</u>
1. Issuance of Request for Qualifications	September 23, 2020
2. Receipt of Qualification Statements	October 8, 2020
3. Board of Trustees Approval	November 4, 2020