

## **LEGAL NOTICE**

### **REQUEST FOR PROPOSALS FOR AN UPGRADED WEBSITE FOR THE WESTERN MONMOUTH UTILITIES AUTHORITY**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4, 20.5 et seq. that the Western Monmouth Utilities Authority shall pursue a “Fair and Open Process” in awarding a contract for an upgraded website, and hereby solicit qualifications in the form of resumes and letter applications for the Western Monmouth Utilities Authority, which shall be submitted to Ann Z. Finnerty, Clerk, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726. Proposals shall be submitted in a sealed envelope to the Clerk to be received no later than 12:00 p.m. on Tuesday, July 9, 2019.

**Katherine Leatherman, Chief Administrative Officer  
Western Monmouth Utilities Authority**

**WESTERN MONMOUTH UTILITIES AUTHORITY**  
**CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR**  
**UPGRADE OF THE WMUA WEBSITE UNDER THE**  
**FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN, for all applicants for the positions set forth more fully in a notice of publication authorized by the Board of Commissioners of the Western Monmouth Utilities Authority by Resolution June 11, 2019 for submission of qualifications that shall take into consideration the following factors which will be weighed by the Chief Administrative Officer of the Western Monmouth Utilities Authority as the basis of an award for professional services most advantageous to the Authority:

- I. Resume including all documentation that provides the following for evaluation by the Western Monmouth Utilities:
  - a. Experience and reputation in the field.
  - b. Knowledge of the area of expertise for the position.
  - c. Availability to accommodate any requests not specifically mentioned here.
  - d. Designated professional and support staff and location of offices.
  - e. References in general and in particular from entities where the professional has provided similar services as sought in the Western Monmouth Utilities Authority.
  - f. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
  
- II. Submission of Rate Schedule
  
- III. Selection of professionals shall be solely on the Western Monmouth Utilities Authority evaluation of the submitted material in the criteria set forth in this document.
  1. The WMUA is seeking to incorporate the features listed below and any other ideas and suggestions as deemed necessary:
    - a) WMUA vision and mission statement
    - b) WMUA colors (will be provided)
    - c) Mobile and desktop viewing
    - d) Integration with social media
    - e) Ability to be updated daily
    - f) Links to other appropriate websites
  
- V. Submit all materials in a sealed envelope addressed to Ann Z. Finnerty, Clerk, Western Monmouth Utilities Authority, 103 Pension Road, Manalapan, New Jersey 07726 to be received on or before 12:00 pm on Tuesday, July 9, 2019.