

**TOWNSHIP OF BLOOMFIELD
PUBLIC NOTICE
SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS FOR
ADMINISTRATIVE EXECUTIVE CONSULTANT**

The Township of Bloomfield is soliciting a request for Proposal (“RFP”) to provide

ADMINISTRATIVE EXECUTIVE CONSULTANT

for a contract period beginning on March 1, 2026 and ending February 28, 2027.

Sealed submissions will be received by the Township Clerk, or designated representative for the Township of Bloomfield, County of Essex, State of New Jersey on **Friday February 27, 2026, 11:00 A.M.** prevailing time, in Council Chambers, Municipal Building, Municipal Plaza, Bloomfield, New Jersey 07003, then publicly opened and read aloud. All proposals must be delivered to the Township Clerk’s Office, Township of Bloomfield, 1 Municipal Plaza, Room 214, Bloomfield, NJ 07003. **YOU ARE REQUIRED TO SUBMIT ONE (1) UNBOUND COPY OF THE PROPOSAL AND ONE (1) ELECTRONIC COPY ON A THUMB DRIVE.**

All proposals shall include all of the information requested in the Standardized Submission Requirements and selection criteria, which is available on the internet at <https://www.bloomfieldtwpnj.com/244/Bids-RFPs-RFQs> Bids will be deemed incomplete if all required documents are not submitted in accordance with the RFP.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The Mayor and Council reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the Township. The Mayor and Council shall award the contract or reject all submissions no later than 60 days from receipt of same.

By authorization of the Mayor and Council of the Township of Bloomfield, Essex County, New Jersey.

TOWNSHIP OF BLOOMFIELD

ADMINISTRATIVE EXECUTIVE CONSULTANT

The Township of Bloomfield (“Township”) is soliciting proposals from qualified respondents to provide consulting services to the Office of the Business Administrator. This procurement is conducted pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and is anticipated to qualify as a Professional Services contract under N.J.S.A. 40A:11-5(1)(a)(i).

The Township seeks a consultant with experience in municipal administration, office operations, personnel and staff issues, policy development, constituent services, and executive-level advisory services, including liaison with the Mayor and Township Council.

❖ SCOPE OF SERVICES

A. Executive and Operational Support to the Business Administrator

- Provide direct professional support to the Business Administrator in the administration and day-to-day operations of the Business Administrator’s Office, as directed
- Assist the Business Administrator with strategic planning, coordination of initiatives, and implementation of administrative priorities
- Assist the Business Administrator in implementing workflow strategies, organizational practices, and internal processes
- Support the Business Administrator in identifying opportunities to improve efficiency, communication, and operational effectiveness within the scope of assigned responsibilities

B. Personnel, Staff, and Management Support

- Advise on staff organization, communication, and accountability as directed
- Coordinate with Human Resources and Township Counsel as appropriate

C. Policy Development and Executive Liaison

- Assist in development and review of administrative policies as directed
- Serve as liaison with the Mayor and Township Council at the direction of the Business Administrator

D. Constituent Services and Community Liaison

- Assist with constituent inquiries and service complaints
- Coordinate responses to complaints including sensitive or high-profile matters

E. Additional Duties

- Perform other advisory services as assigned by the Business Administrator

❖ MINIMUM QUALIFICATIONS

- Experience as Township Business Administrator or City Manager required
- Experience as Chief of Staff in a Government Agency required
- Experience in municipal government operations in New Jersey
- Experience advising senior administrators, elected officials, and constituents
- Knowledge of New Jersey municipal law and best practices

❖ **PROPOSAL CONTENT REQUIREMENTS**

- Cover Letter
- Statement of Experience and Approach
- Resume of Proposed Consultant
- Fee Proposal
- References
- Required Compliance Documents

❖ **AWARD OF CONTRACT**

The contract will be awarded by resolution of the Township Council to the proposal most advantageous to the Township, price and other factors considered.

❖ **COMPLIANCE WITH LAW**

The selected consultant shall comply with all applicable federal, State, and local laws, including the Local Public Contracts Law.

Submission:

Each proposal must contain:

1. Name, qualifications and experience of principal who will oversee the relationship.
2. Name and qualifications of any other individual who may assist the principal in #1 above.
3. Fee schedule.
4. Statement of Availability to perform work outlined in the Scope of Services.
5. Copy of Business Registration Certificate.
6. Copies of other required disclosure information.

Selection:

The Mayor and Council reserve the right to reject any or all proposals.

Selection will be based on the following criteria, in order of rank:

1. Qualifications of the primary principal and support staff.
2. General experience of the firm/professional.
3. Experience with communities the size and complexity of Bloomfield.
4. Familiarity with Bloomfield, Essex County and the State of New Jersey.
5. Fee.

ALL RESPONSES MUST MEET THE ABOVE REQUIREMENTS AND THE REQUIREMENTS CONTAINED IN THE TOWNSHIP'S STANDARDIZED SUBMISSION REQUIREMENTS FOR PROFESSIONAL SERVICES.