

**PROFESSIONAL SERVICES DESCRIPTION  
FOR THE POSITION OF:**

**LABOR & EMPLOYMENT ATTORNEY AND OTHER LEGAL  
SERVICES OF A SPECIALIZED NATURE**

**SUBMISSION DEADLINE:**

**2:00 P.M.**

**December 7, 2021**

**Contract Term**

**March 1, 2022 to February 28, 2023**

**FAIR AND OPEN PUBLIC SOLICITATION PROCESS  
FOR PROFESSIONAL SERVICES**

**FOR**

**GLOUCESTER COUNTY IMPROVEMENT AUTHORITY  
109 BUDD BOULEVARD  
WOODBURY, NEW JERSEY 08096**

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as **Legal Counsel for Labor & Employment** for the term **March 1, 2022 to February 28, 2023**. This contract will be awarded through a fair and open process pursuant to *N.J.S.A. 19:44A-20.4 et seq.*

The proposal must be received and will be publicly opened and read aloud on **December 7, 2021** at 2:00pm at the GCIA administrative office located at 109 Budd Boulevard, Woodbury, New Jersey. (see “Fair and Open Standardized Submission Requirements and Selection Criteria” for further information)

**Must contact Danae Ciociola for the rest of the proposal Packet at [dciciola@gcianj.com](mailto:dciciola@gcianj.com).**

The following is a description of the professional services needed including, where appropriate, a brief description of the tasks involved:

### **CONTACT PERSON**

DANAE CIOCIOLA  
DIRECTOR OF PROGRAMS  
[dciciola@gcianj.com](mailto:dciciola@gcianj.com)

### **METHOD OF PAYMENT**

For those matters for which the Attorney will be compensated on an hourly basis, payment shall be made in accordance with the Contract document upon receipt of an invoice and a properly executed voucher. After approval by GCIA, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

### **SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL –**

- A. Proposer must demonstrate a proven record of cases tried before the Public Employee Relations Commission, the NJ State Office of Administrative Law, Arbitration cases before both Interest Arbitration and Grievance Arbitrators;
- B. Proposer must demonstrate a proven record in the Trial and the Appellate Divisions of Superior Court;
- C. Proposer must have a minimum of five years experience in labor relations;

**D.** Proposer must demonstrate a proven record of representation of management in collective bargaining;

**Note: Supplemental information may be requested and an interview may be required.**

**COST PROPOSAL**- Proposers should submit a cost proposal which would include any proposed retainer, the services to be provided under the terms of the retainer and hourly billing rates. The Authority does not provide payment or reimbursement for travel expenses.