PROFESSIONAL SERVICES DESCRIPTION FOR THE POSITION OF:

Solicitor

SUBMISSION DEADLINE:

2:00 P.M.

December 9, 2026

Contract Term

March 1, 2027 to February 28, 2028

FAIR AND OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES

FOR

GLOUCESTER COUNTY IMPROVEMENT AUTHORITY
2 South Broad Street,
2nd Floor, PO Box 337
WOODBURY, NEW JERSEY 08096

Through this Request for Qualifications/Proposals, the Authority seeks to engage a vendor as **Solicitor** for the term **March 1, 2027 to February 28, 2028**. 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 9, 2026** at 2:00pm at the GCIA administrative office located at 2 South Broad Street, 2nd Floor, PO Box 337, WOODBURY, NEW JERSEY 08096. (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 dciociola@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
dciociola@gcianj.com

PURPOSE OF REQUEST

The Gloucester County Improvement Authority is requesting proposals from qualified individuals and firms to provide legal services and other legal services of a specialized nature to the GCIA. Proposals will be evaluated in accordance with the criteria set forth in this RFP. One or more individuals/firms may be selected to provide services. Please contact Danae Ciociola for the rest of the proposal.

1. NATURE OF SERVICES – GCIA is requesting a proposal for legal services. Solicitor will have a close working relationship with the GCIA.

Solicitor may also be called upon to provide other types of legal services of a specialized nature.

2. SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL –

A. The proposer must demonstrate the ability to:

1. Provide legal services on general public matters;

2. Provide legal services for all GCIA matters;

3. Provide legal services in connection with the issuance of long term obligation;

4. Attend board meetings and other meetings;

5. Interact with other governmental agencies.

6. Provide a range of other specialized legal services which may be needed by a GCIA client.

7. Must have experience with government agencies.

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.