

**Borough of Highlands
Monmouth County, NJ
Notice for R.F.P.
(Request for Proposal)**

Request for Proposals will be received by the **Borough Clerk** of the Borough of Highlands, in the County of Monmouth, New Jersey, at the **Borough Clerk's Office** in the Temporary Borough Hall, 42 Shore Drive, Highlands, N.J. on December 31, **2013** at **10:00 a.m.** for the following, in accordance with the Request for Proposals now on file in the office of the Borough Clerk, Temporary Borough Hall, 42 Shore Drive, Highlands, N.J., where same may be obtained during office hours from 8:30 a.m. to 4:30p.m.:

Grant Writing & Consulting Services

All RFPs shall be submitted in sealed envelopes addressed to the Borough Clerk, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word **"Request for Proposals"** followed immediately below those words in letters not less than one half inch high: **"Request for Proposals for "Grant Writer" for the Borough of Highlands"** and underneath that **"To be received on December 31, 2013 at 10:00 a.m."** Proposals will not be accepted by facsimile, transmission, or email.

Requests for Proposals are available in the Office of the Borough Clerk, 42 Shore Drive, Highlands, N.J. Proposals shall be in accordance with the specifications contained in the Request for Proposals.

The Borough intends to award a contract for these services pursuant to N.J.S.A. 40A:11-5. If RFPs are to be accepted by mail or courier, the RFPs must be placed in an outer envelope, which on the top right-hand side shall clearly designate in the same manner as set forth above, the same size and information. The inner envelope shall have specifically placed in the center the same information as set forth above and on the bottom left-hand side the name and address of the Respondent.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and all other requirements set forth in the Request for Proposal.

Respondents must submit an original and two (2) copies of their Proposal to the designated contact person or designee:

Carolyn Cummins, Borough Clerk
Borough of Highlands
42 Shore Drive
Highlands, NJ 07732