

Chapter 13

ETHICS AND STANDARDS OF CONDUCT

ARTICLE I

**Fair and Open Process for Award of
Professional Service Agreements**

§ 13-1. Prohibition awarding certain public contracts.

§ 13-2. Fair and open process.

**[HISTORY: Adopted by the Mayor and Council of the
Borough of Swedesboro as indicated in article histories.
Amendments noted where applicable.]**

ARTICLE I

**Fair and Open Process for Award of
Professional Service Agreements
[Adopted 10-17-2005 by Ord. No. 12-2005]**

§ 13-1. Prohibition awarding certain public contracts.

- A. Any other provision of the law to the contrary notwithstanding, the Borough, or any agency or instrumentality thereof, shall not enter into a contract having an anticipated value in excess of \$17,500, as determined in advance and certified in writing by the Borough, agency or instrumentality, with a business entity that has made political contribution that is reportable by the receipt under N.J.S.A. 19:44A-1 et seq., to any municipal committee of a political party in that municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded or to any candidate committee of any person serving in an elective public

office of that municipality when the contract is awarded;
and

- B. A business entity that has entered into a contract having an anticipated value in excess of \$17,500 with the Borough or any agency or instrumentality thereof, except a contract that is awarded pursuant to a fair and open process, shall not make such a contribution reportable by the recipient under N.J.S.A. 19:44A-1 et seq., to any municipal committee of a political party in the Borough if a member of that political party is serving in an elective public office of the Borough when the contract is awarded or to any candidate committee of any person serving in an elective public office of the Borough when the contract is awarded, during the term of that contract.

§ 13-2. Fair and open process.

- A. Any professional service entity or other business entity providing services to the Borough of Swedesboro shall be subject to a fair and open process for selection. That fair and open process shall be as set forth in Subsection B below, which shall establish a criteria for the fair and open process.
- B. The fair and open process established by the Borough of Swedesboro shall require the following:
 - (1) Any professional position or service contract not subject to bidding that shall expire as of December 31 of that calendar year shall be advertised by the Mayor's office, appointing authority or Board, as the case may be, in the official newspaper of the Borough of Swedesboro for publication of notices and published on the Borough's Web site not later than December 10. The published notice shall set forth the name of the position or contract which is to become open and set forth the criteria to be considered and materials required to be submitted by the applicant.

- (2) All of the information and documents submitted pursuant to this article by any Swedesboro government job applicant shall be supplied to the Mayor and all Councilpersons of the Borough of Swedesboro prior to the making of any appointment to such position and shall likewise be made available for inspection upon request by any adult resident of the Borough of Swedesboro.
- (3) Should the applicant be a professional acquiring licensure in the State of New Jersey, said applicant shall be licensed for a period not less than five years.
- (4) The applicant shall submit a certificate of good standing or other similar document evidencing that the professional's license is not presently suspended or revoked.
- (5) The applicant shall submit a resume which shall set forth information, including but not limited to the following (as applicable to a business entity or individual professional):
 - (a) Full name and business address;
 - (b) A listing of all post high school education of the applicant;
 - (c) Dates of licensure in the State of New Jersey and any other state;
 - (d) A listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein;
 - (e) The number of licensed professionals employed by/affiliated with the business entity or the business entity which employs the applicant;
 - (f) A listing of all special accreditations held by the individual licensed professional or business entity; and

- (g) A listing of all previous public entities served by the business entity or licensed professional, indicating the dates of services and position held.
- C. The Mayor, appointing authority or Board shall thereafter select the professional or business entity for the position so advertised, which shall thereafter be confirmed or approved as required by law or ordinance.