

County of Passaic

Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

Director Pasquale "Pat" Lepore
 Deputy Director Cassandra "Sandi" Lazzara
 John W. Bartlett
 Orlando Cruz
 Rodney De Vore
 Terry Duffy
 Bruce James

401 Grand Street
Paterson, New Jersey 07505
Tel: 973-881-4402
Fax: 973-742-3746

Matthew P. Jordan, Esq.
 Administrator
 Nadege D. Allwaters, Esq.
 County Counsel
 Louis E. Imhof
 Clerk Of The Board

Date: Feb 25, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING AWARD OF CONTRACT TO NORTHEAST NEW JERSEY LEGAL SERVICES INC. FOR THE PROVISION OF LEGAL ASSISTANCE UNDER THE 2025-2027 AREA PLAN, DURING THE 2025 CALENDAR YEAR, PURSUANT TO N.J.S.A. 40A:11-4.1, ET SEQ. AND RFP-25-013

THIS RESOLUTION WAS REQUESTED BY:
 SENIOR SERVICES, DISABILITY,
 NUTRITION, VETERAN'S AFFAIRS &
 TRANSPORTATION

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	2/25/2025
Introduced Date	2/20/2025
Adopted Date	
Agenda Item	17.
CAF#	
Purchase Req. #	
Result	

Health and Human Services

COMMITTEE NAME

RESOLUTION AUTHORIZING AWARD OF CONTRACT TO NORTHEAST NEW JERSEY LEGAL SERVICES INC. FOR THE PROVISION OF LEGAL ASSISTANCE UNDER THE 2025-2027 AREA PLAN, DURING THE 2025 CALENDAR YEAR, PURSUANT TO N.J.S.A. 40A:11-4.1, ET SEQ. AND RFP-25-013

WHEREAS, the County of Passaic (the “County”) is a government body incorporated pursuant to N.J.S.A. 40:18-1, et seq. and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners for the County of Passaic (hereinafter the “Board”) are vested with decision-making powers on behalf of the County; and

WHEREAS, the Department of Senior Services (hereafter “Department”) provides assistance with senior benefit programs, including home and community services to senior citizens throughout Passaic County; and

WHEREAS, N.J.S.A. 40A:11-4.1 authorizes the County to utilize competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold; and

WHEREAS, N.J.S.A. 40A:11-4.1(b) specifically authorizes the County to utilize competitive contracting to procure services related to the administration of social services programs, under which this program falls; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.3, the Board approved Resolution No. R-24-496, dated June 11, 2024, authorizing the Department to initiate the competitive contracting process to procure services in connection with the Department’s 2025-2027 Area Plan, from providers who specialize in providing access, home support services, community support services, and nutrition services for County residents ages sixty (60) years or older; and

WHEREAS, on December 26, 2024, the County Purchasing Agent issued RFP-25-013, Passaic County Department of Senior Services, Disability and Veteran Affairs 2025-2027 Area Plan Contract - Legal Assistance (“RFP-25-013”), responses to which were received on January 15, 2025; and

WHEREAS, in accordance with the law, a review committee was convened to review and evaluate the responses to RFP-25-013, and as set forth in the attached memorandum, has recommended the award of a contract to Northeast New Jersey Legal Services Inc. for the provision of legal assistance under the 2025-2027 Area Plan, from January 1, 2025 to December 31, 2025, in the amount of ninety thousand dollars (\$90,000.00), with two (2) one (1) year options to renew (contingent on availability of funds and performance) that may be exercised by the County; and

WHEREAS, pursuant to N.J.S.A. 52:32-60.1, et seq., Northeast New Jersey Legal Services Inc. executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying that it is not involved in prohibited activities in Russia and Belarus, and the County confirmed that said vendor is not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

WHEREAS, funds are available in any account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years’ County budget(s), which is attached to and made part of this Resolution; and

WHEREAS, this matter was discussed at the February 18, 2025, meeting of the Health and Human Services Committee and is being recommended to the Board for approval.

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-4.1, et seq., the Board of County Commissioners of the County of Passaic (hereafter “Board”) hereby authorizes the award of a contract to Northeast New Jersey Legal Services Inc. for the provision of legal assistance under the 2025-2027 Area Plan, from January 1, 2025 to December 31, 2025, in the

amount of ninety thousand dollars (\$90,000.00), with two (2) one (1) year options to renew (contingent on availability of funds and performance) that may be exercised by the County, all in accordance with RFP-25-013.

LET IT BE FURTHER RESOLVED, the Clerk to the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Northeast New Jersey Legal Services Inc. as stated herein and maintain a copy of the Resolution on file and available for public inspection in the Office of the Clerk to the Board.

LET IT BE FURTHER RESOLVED, that the Clerk to the Board, Director of the Board, County Counsel, and Director of the Department are authorized to take any other steps necessary to carry out the purpose of this Resolution.

NB

February 25, 2025