

# County of Passaic

## Board of County Commissioners



*OFFICE OF COUNTY COMMISSIONERS*

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

Date: Oct 28, 2025 - 5:30 PM

Agenda: RESOLUTION QUALIFYING OUTSIDE LEGAL PATIENT ADVOCATES FOR THE COUNTY ADJUSTER'S OFFICE AND AUTHORIZING AN AWARD OF CONTRACTS FOR CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 40A:11-5

THIS RESOLUTION WAS REQUESTED BY:  
 PURCHASING

REVIEWED BY:



Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:



Nadege D. Allwaters, Esq.

<b>Official Resolution#</b>	
Meeting Date	10/28/2025
Introduced Date	10/22/2025
Adopted Date	
Agenda Item	10.
CAF#	6-01-20-104-003-213, 6-01-2
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION QUALIFYING OUTSIDE LEGAL PATIENT ADVOCATES FOR THE COUNTY ADJUSTER'S OFFICE AND AUTHORIZING AN AWARD OF CONTRACTS FOR CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 40A:11-5**

**WHEREAS**, the County of Passaic ("County") is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

**WHEREAS**, pursuant to N.J.S.A. 40:20-1 the Board of County Commissioners of the County of Passaic ("Board") is vested with managing the property, finances, and affairs of the County; and

**WHEREAS**, the County requires qualified law firms to provide outside legal patient advocate services for the Office of the County Adjuster for calendar year 2026; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, the Purchasing Agent issued RFQ-26-041, Outside Counsel Patient Advocate for the Office of the Passaic County Adjuster Calendar Year 2026 (hereafter "RFQ-26-041"), seeking qualifications for a pool of qualified law firms to serve as outside counsel patient advocates for calendar year 2026 on an as-needed basis; and

**WHEREAS**, Michael A. Armstrong & Associates; Brian R. Seguin, Esq.; Sciro & Marotta, P.C.; and Law Office of Louis J. Lamatina submitted responses to RFQ-26-041, which were reviewed by the County Adjuster, and are being recommended for qualification by the Board to provide outside counsel patient advocate services for calendar year 2026 on an as-needed basis; and

**WHEREAS**, the County Adjuster is recommending that the following contracts be awarded for calendar year 2026 for the provision of outside legal patient advocate services, to be used on an as-needed basis: (1) Sciro & Marotta, P.C. in an amount not to exceed seventy-five thousand dollars (\$75,000.00); (2) Brian R. Seguin, Esq. in an amount not to exceed thirty-six thousand five hundred dollars (\$36,500.00); (3) Law Office of Louis J. Lamatina in an amount not to exceed sixteen thousand five hundred dollars (\$16,500.00); and (4) Michael A. Armstrong & Associates, LLC in an amount not to exceed fifteen thousand dollars (\$15,000.00), for an overall total amount not to exceed one hundred forty-three thousand dollars (\$143,000.00); and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.4, these contracts are being awarded under a fair and open procurement process, which requires that a contract be: publicly advertised in sufficient time to give notice in advance of the contract; awarded under a process that provides for public solicitation of proposals or qualifications; awarded and disclosed under criteria established in writing by the public entity prior to the solicitation of proposals or qualifications; and publicly opened and announced when awarded; and

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., the above-listed vendors each executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying that they are not involved in prohibited activities in Russia and Belarus, and the County confirmed that said vendors are 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 Account Nos. 6-01-20-104-003-213 and 6-01-20-104-003-L03 or any other 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 October 15, 2025 meeting of the Administration and Finance Committee and is being recommended to the Board for approval.

**NOW, THEREFORE, LET IT BE RESOLVED** pursuant to N.J.S.A. 40A:11-5(1)(a)(i) that the Board of County Commissioners of the County of Passaic authorizes the following:

1. Michael A. Armstrong & Associates; Brian R. Seguin, Esq.; Sciro & Marotta, P.C.; and Law Office of Louis J. Lamatina are qualified to provide outside legal counsel advocate services for the Office of the County Adjuster for calendar year 2026, pursuant to RFQ-

26-041.

2. Sciro & Marotta, P.C. is awarded a contract for outside counsel patient advocate services in an amount not to exceed seventy-five thousand dollars (\$75,000.00), to be used on an as-needed basis in calendar year 2026 in accordance with RFQ-26-041.
3. Brian R. Seguin, Esq. is awarded a contract for outside counsel patient advocate services in an amount not to exceed thirty-six thousand five hundred dollars (\$36,500.00), to be used on an as-needed basis in calendar year 2026 in accordance with RFQ-26-041.
4. Law Office of Louis J. Lamatina is awarded a contract for outside counsel patient advocate services in an amount not to exceed sixteen thousand five hundred dollars (\$16,500.00), to be used on an as-needed basis in calendar year 2026 in accordance with RFQ-26-041.
5. Michael A. Armstrong & Associates is awarded a contract for outside counsel patient advocate services in an amount not to exceed fifteen thousand dollars (\$15,000.00), to be used on an as-needed basis in calendar year 2026 in accordance with RFQ-26-041.

**LET IT BE FURTHER RESOLVED** the Clerk of the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contracts awarded 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 of the Board, County Counsel, Passaic County Adjuster, and Director of the Board are authorized to execute the contract and take any other steps necessary to carry out the purpose of this Resolution.

NB

October 28, 2025