

**TOMS RIVER BOARD OF FIRE COMMISSIONERS DISTRICT NO. 2 CRITERIA FOR  
SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL AND OTHER  
CONTRACTS UNDER THE FAIR AND OPEN PRACTICE**

NOTICE IS HEREBY GIVEN, for the applicants for the positions of Fire District Attorney and Fire District Auditor as included in a notice of publication authorized by the Toms River Board of Fire Commissioners, District No. 2 by motion of February 4, 2026, for submission of qualifications. The Toms River Board of Fire Commissioners, District No. 2 shall take into consideration the following factors, which will be weighted by the Toms River Board of Fire Commissioners, District No. 2 as the basis of awarding contracts for professional services most advantageous to the Toms River Board of Fire Commissioners, District No. 2.

I.      Resume and letter application for the Attorney and/or Auditor including all documentation that provides the following for evaluation by the Toms River Board of Fire Commissioners, District No. 2:

- a. Experience, qualifications, and reputation in the field for the position sought.
- b. Knowledge of the area of expertise for the position sought.
- c. Willingness to accept the fee schedule promulgated by the Toms River Board of Fire Commissioners, District No. 2.
- d. Availability to accommodate any required meeting of the Toms River Board of Fire Commissioners, District No. 2.
- e. Designated professional and support staff and location of firm's offices.
- f. References in general and in particular regarding the professional contractor.

II.     Selection of professionals shall be based solely upon the evaluation by the Toms River Board of Fire Commissioners, District No. 2 of the submitted material. The Board of Fire Commissioners, District No. 2 reserves the right to set the terms and advantageous situation of the Board of Fire Commissioners.

III.    Applicants shall submit all materials in a sealed envelope addressed to Timothy J. Carson, Purchasing Agent, Toms River Fire Commissioners, District No. 2, 257 Warner Street, Toms River, NJ 08755 to be received on or before 12 p.m., March 4, 2026.

Submit TWO original paper copies

E-mailed proposals will be accepted.