



*State of New Jersey*

## **ELECTION LAW ENFORCEMENT COMMISSION**

THOMAS H. PROL  
Chairman

RYAN PETERS  
Commissioner

NORMA R. EVANS  
Commissioner

JON-HENRY BARR  
Commissioner

Respond to:  
P.O. Box 185  
Trenton, New Jersey 08625-0185

(609) 292-8700

Website: [www.elec.nj.gov/](http://www.elec.nj.gov/)

AMANDA S. HAINES  
Executive Director

JOSEPH W. DONOHUE  
Deputy Director

THERESA J. LELINSKI  
Legal Director

AUREA VAZQUEZ-ALEXANDER  
Compliance Director

EDWIN R. MATTHEWS  
Legal Counsel

### **Agency Request for Proposal – Counsel to Commission**

**Proposal Due Date/Time: June 2, 2025, by 5:00 pm**

#### **Purpose and Intent**

The purpose of this Agency Request for Proposal is to solicit bid proposals from contractors to provide general legal representation to the New Jersey Election Law Enforcement Commission (Commission).

Please provide an hourly rate quote for both representing the Commission in court and for routine attendance at meetings/preparation work, if a difference in rates exists.

#### **Background**

The Commission is an independent, autonomous agency of State government allocated within the Department of Law and Public Safety and charged with the enforcement of the New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.), the Legislative Activities Disclosure Act (N.J.S.A. 52:13C-18 et seq.), the Personal Finance Disclosure Law (N.J.S.A. 19:44B-1 et seq.), and the Uniform Recall Election Law (N.J.S.A. 19:27A-1 et seq.). Because of its unique responsibility to enforce campaign finance and lobbying laws in a nonpartisan manner, the law recognizes the special need for independent agency counsel, and the Commission is specifically authorized to appoint its own independent counsel, pursuant to N.J.S.A. 19:44A-6a.

#### **Scope of Work**

As legal counsel to the Commission, work shall include, but may not be limited to:

- Representing the Commission in all New Jersey and federal courts, including appellate court
- Providing oral and written assistance and legal counsel to the Commission as required.
- May assist in the preparation of regulations and advisory opinions

- Attending all scheduled monthly Commission meetings, as well as all special Commission meetings, and providing legal counsel at the meetings
- Reviewing Initial Decisions issued by the Office of Administrative Law, and drafting Final Decisions issued by the Commission
- Observing all requirements of Commission Code of Ethics, including prohibitions against partisan political activity applicable to Commission employees

### **Experience Requirement**

Prior experience serving as counsel to a State agency and representing that agency at the appellate level and/or in Superior Court preferred.

### **Contract Duration**

The selected Attorney will contract with the State of New Jersey under the supervision of the Election Law Enforcement Commission. The projected date for contract commencement is on or about July 1, 2025, and will end on June 30, 2026.

### **Required Forms**

The following forms are required to be completed and submitted with the proposal package:

- Agency Request for Proposal
- Disclosure of Investigations and Other Actions Involving Bidder
- Disclosure of Investments Activities in Iran
- Ownership Disclosure
- Offer and Acceptance (Signatory Page)

These fillable PDF forms can be found on the New Jersey Purchase and Property's website at <http://www.state.nj.us/treasury/purchase/forms.shtml>. The forms are required to be printed and signed.

### **Submission of Proposals**

Do not submit RFP through the job board. All sealed bids/submissions of proposals must be sent to our Commission via USPS or commercial delivery. Complete instructions are listed below.

When using the United States Postal Service (regular mail) to return proposal, the following address must be used:

Election Law Enforcement Commission  
Attn: Christine Clevenger  
P.O. Box 185  
Trenton, NJ 08625-0185

When using commercial delivery FedEx, UPS, DHL, etc. the following address must be used:

Election Law Enforcement Commission  
Attn: Christine Clevenger  
25 South Stockton Street, 5th Floor  
Trenton, NJ 08608

**Agency Contact**

Christine Clevenger  
Phone: 609-292-8700

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If you are regulated under or file reports pursuant to the New Jersey Campaign Contributions and Expenditure Reporting Act, the Gubernatorial Legislative Disclosure Statement Act, the Uniform Recall Election Law and/or the Legislative and Governmental Process Activities Disclosure Act please disregard this solicitation.