

## NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Lower Township Board of Education located at 905 Seashore Road, Cape May, NJ 08204 is seeking RFQs for professional services to be provided to the Lower Township Board of Education as listed below for the period July 1, 2017 through June 30, 2018.

### **School Auditor** must have

- A minimum of 25 years' experience in New Jersey school accounting/audits and be properly credentialed.
- A Principal partner present at audit
- A minimum of three members dedicated to complete audit in a timely manner and must demonstrate a track record of such.

### **School Solicitor** must have

- A minimum of 15 years' experience in Public School Law
- A minimum of 4 staff solicitors in firm
- Experience as a trial attorney in Public School Law
- Expertise in all Special Education Law

### **School Architect** must have

- Must have valid NJ Certification, Licensure and Qualifications.
- Minimum of ten years proven experience working with public schools.
- Must have working relationship with NJDOE, Office of School Facilities.

### **Medical Inspector Services** must have

- A minimum of 10 years' experience as a physician
- Experience dealing with children
- Emergency care facility with x-ray equipment on premises

### **Psychiatrist** must have

- Child and Adolescent Psychiatric Board Certification and Licensure
- Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

### **Developmental/Behavioral Physician** must have

- Board Certification and Licensure
- Experience in treating Attention Deficit Disorder

- Experience in treating Pediatric & Adolescent age students
- Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

**Behavior Therapy Specialist** must have

- BCBA Certification
- Provide 3-4 hours monthly for observation of child/teacher interaction, consultation with staff, development and implementation of the Behavioral Intervention Plan with teachers. Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

**OT/PT Services**

- Implement established program goals, maintain records of assessments, consultations and evaluations
- Report writing, and maintenance of student progress reports for individual children in grades Pre-K to 6
- Position requires appropriate NJ State License and appropriate NJ School Certification, and experience working with students with disabilities.
- Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

**School Psychologist** must have

- Board Certification and Licensure with New Jersey State Certification
- A minimum of 10 years' experience in evaluating Pre-School – 6<sup>th</sup> grade students
- Testing of students Pre-School – 6<sup>th</sup> grade (summer only)
- Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

**LDT/C Services** must have

- A valid NJ Certificate as a LDT/C and experience with elementary students, grades preschool – grade 6. LDT/C services will be performed on an as needed basis and meetings must be attended as directed.
- Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

**Neurological Services** must have

- Board Certified Neurologist
- Child Neurology Specialization
- Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

**Risk Management Consultant (Health Insurance Broker) must have**

- A minimum of 20 years' experience with health insurance, health Insurance Funds, (HIFS), and State Health Benefits Program (SEHBP)
- Sufficient qualified and licensed staff

**Risk Management Consultant (Liability Insurance Broker) must have**

- A minimum of 20 years' experience with joint insurance fund coverage, commercial insurance, and property & casualty insurance
- Sufficient qualified and licensed staff

**Employee Assistance Program must have**

- A minimum of an MSW and New Jersey Licensure
- A minimum of 10 years' experience
- A working knowledge of the Cape May County environment

**Bond Counsel must have**

- A minimum of 15 years' experience in Public School Law/School Finance
- Experience as Bond Counsel in NJ School Referendum Projects

**Neurological & Nuerodevelopmental Health Training**

- Provide staff training with a Board Certified Behavior Analyst. Will provide a Behavior Support Plan, Direct Observation and Data Collection, and report on the student.
- A minimum of 10 years experience
- Must be Board Certified

**Financial Advisor**

- Must have a minimum of 15 years' experience in school finance.
- Minimum of 10 years proven experience working with public schools.
- Must have experience with NJDOE referendum projects.

All proposals must contain an Affirmative Action **Certification of Employee Information Report** pursuant to N.J.A.C. 17:27-1.1 et seq., a **Political Contribution Disclosure Form** pursuant to N.J.S.A. 19:44A-20.23, and a State of New Jersey **Business Registration Certificate** pursuant to P.L. 2004, c. 57 and be submitted no later than 4:00 pm on Friday May 5, 2017 to:

John J. Hansen  
School Business Administrator/Board Secretary  
Lower Township Board of Education

905 Seashore Road  
Cape May, NJ 08204  
Phone (609) 884-9400  
Fax (609)884-1812

**Any proposal received after the deadline will not be opened and will be returned to sender.**  
The Lower Township Board of Education intends to award professional services contracts for the defined scope of work under the Fair and Open Process in accordance with the N.J.S.A. 19:44A-20 et seq. at the district's May 23, 2017 Board Meeting. **A Certificate of Insurance with proper levels of coverage must be presented to the Board of Education upon award of contract and prior to working in the school district.**