

NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES

2018-2019

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, 2018 through June 30, 2019.

All proposals must contain:

- Affirmative Action Certification of Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et seq.,
- Political Contribution Disclosure Form pursuant to N.J.S.A. 19:44A-20.23,
- State of New Jersey Business Registration Certificate pursuant to P.L. 2004, c. 57.
- W-9 {see attachments}

All statements of qualifications for professional service contracts should address at a minimum the following information and compensation proposal:

School Auditor must have

- A minimum of 25 years' experience in New Jersey school accounting/audits and be properly credentialed.
- Identification of the 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

Nursing Services must have

- NJ Licensure as Nurse
- A minimum of 3 years' experience as a nurse
- Experience dealing with children

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 – 6th grade students
- Testing of students Pre-School – 6th 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

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.

Occupational Therapy Services

- Must have a minimum of 3 or more years of Occupational Therapy experience.
- Must meet regulated licensure and/or state certification requirements.
- 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 self-insured health insurance, fully funded insurance programs, health Insurance Funds, (HIFS), and State Health Benefits Program (SEHBP).
- Lower Township Elementary School District is self-insured in both the health and dental programs.
- 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
- Lower Township is currently a member of the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund {ASSASBO JIF}
- Preliminary Fund assessment for 2018-2019 is estimated at \$367,446 {not including student accident coverage}
- Sufficient qualified and licensed staff

The qualifications submitted for professional services contracts will be evaluated on the basis of the most advantageous, price, and other factors considered. The evaluation will consider:

- Experience and reputation in the field.
- Knowledge of the Lower Township Elementary School District.
- Conformance with any specific requirements of this RFQ.
- Availability to accommodate any required meetings of the school district.
- Compensation proposal.
- Other factors if demonstrated to be in the best interest of the Lower Township School District.

DATE OF SUBMITTAL: No later than 11:00 am. Wednesday May 9th, 2018

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 x2605
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 22, 2018 Board Meeting. **The successful candidate will provide an acceptable Certificate of Insurance and endorsement with specific language to be provided by the school district, naming the Lower Township School District, its agents and representatives as additionally insured. upon award of contract and prior to working in the school district.**

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Certification

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT
INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15 SEP 2010 to 15 SEP 2013

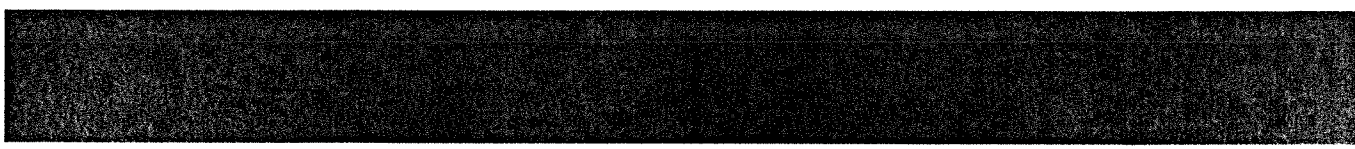


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Andrew P. Sidamon-Eristoff
State Treasurer



C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnmenu.shtml).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD
FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED,
CUSTOMIZABLE FORM.**



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BUSINESS REGISTRATION CERTIFICATE

A Business Registration Certificate serves two purposes:

- **For public contracting, as proof of valid business registration with the New Jersey Division of Revenue.** All contractors and subcontractors must provide this documentation when seeking to do business with the State of New Jersey, and other public agencies in this state. Proof of registration is also required for licensure with the Casino Control Commission.
- **To comply with Chapter 85, P.L. 2006, defined under N.J.S.A. 54A:7-1.2.** You must use the Business Registration Certificate if you are an unincorporated construction contractor performing work in NJ or you are a registered unincorporated contractor requesting proof of certification.

If you are a registered vendor but have not received the Business Registration Certificate in the mail, you may [obtain a certificate online](#). Please note that this certificate is not required by all businesses in New Jersey, but only those doing business with the public sector and with the casino service industry.

You may check the [online registration inquiry](#) to determine if the business is already registered. If you have not registered but are required to have this certificate, you will need to complete Form NJ-REG. Representatives of the Division's Client Registration activity are available to assist in the registration process by calling 609.292.9292.

Filing Form NJ-REG

In most cases, you may [submit Form NJ-REG online](#). Exceptions and additional requirements include:

- Any business including an out-of-state business with a presence or nexus in New Jersey, operating as a **corporation, limited partnership, limited liability company or limited liability partnership** must first obtain legal authority to operate in this State prior to submitting Form NJ-REG. Generally, this is accomplished by filing a [Certificate of Incorporation](#) or Formation with the Division. You may wish to review information concerning [getting registered](#) to assist with this process.
- **Out-of-state businesses** that believe they do not have state tax nexus will file a [paper form NJ-REG](#) in order to obtain a Business Registration Certificate. Business entities that file form NJ-REG only will be subject to a nexus review, initiated and conducted by the Division of Taxation.
- **Individuals or Unincorporated Construction Contractors** with no business tax or employer obligations may register using [Form Reg-A](#) instead of Form NJ-REG in order to obtain the Business Registration Certificate. Individuals who have created and are operating as a business entity (e.g. LLC) may not use Form REG-A.
- **Non-profit organizations** although required to register for tax purposes are not subject to the proof of registration requirement when contracting with public agencies in this state.

Public Contracts

When seeking a public contract, an affirmative action report (Form AA-302) will also be required. The Certificate of Registration may not be used as evidence of compliance with the affirmative action requirements and submitted in lieu of Form AA-302. Both forms will be required. The Division of Contract Compliance and Equal Employment Opportunity in Public Contracts provides guidelines for awarded public contracts.

In addition, answers to [frequently asked questions](#) are provided by the Division of Local Government. While designed for local government

