

## NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES

2019-2020

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, 2019 through June 30, 2020.

The qualifications submitted for professional services contracts should address and will be evaluated on the basis of:

- Experience and reputation in the field.
- Knowledge of the Lower Township Elementary School District.
- Conformance with any specific requirements of this RFQ- 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.
  - Iran Disclosure
  - W-9
- Compensation proposal.
- Other factors if demonstrated to be in the best interest of the Lower Township School District.

**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.
- Listing of other New Jersey Clients

**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

**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

**DATE OF SUBMITTAL:** No later than 11:00 am. Friday, June 7th, 2019

**DELIVER TWO COPIES 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

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 June 25, 2019 Board Meeting. The District reserves the right to award the contract to multiple professionals.

**Upon award of a contract and prior to working in the school district, the successful candidate will provide an acceptable Certificate of Insurance with endorsement, naming the Lower Township School District, its agents and representatives as additionally insured.**

**In addition, any of the RFQ listed under the Child Study Team section will be subject to the appropriate criminal background check {supplied by successful vendor} prior to the commencement of the engagement.**

All of the following must be included in your proposal:

- **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.
- **Iran Disclosure**
- **W-9**

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