

NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES

2020-2021

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, 2020 through June 30, 2021.

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.
- Evidence that the vendor is an independent contractor
- Other factors if demonstrated to be in the best interest of the Lower Township School District.

PSYCHOLOGIST must have

- New Jersey Certified
- National Certified School Psychologist
- Any specific questions must be forwarded to Debra Keeler (609)-884-9400 x5301

Any questions should on Child Study Team Services be directed to Debra Keeler at dkeeler@lowertwpschools.com with a copy to John Hansen at jhansen@lowertwpschools.com.

DATE OF SUBMITTAL: No later than 10:00 am. Friday, September 18, 2020.

SCAN ONE COMPLETE COPY TO jhansen@lowertwpschools.com and cconley@lowertwpschools.com and MAIL 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 August 25, 2020 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 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**
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Below are links to all of the forms.

W-9

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

NJBRC

<https://www.state.nj.us/treasury/revenue/busregcert.shtml>

Affirmative Action

https://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf

Iran Disclosure

https://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmentact.pdf

Political Contribution Disclosure Form

<https://www.njstatelib.org/wp-content/uploads/2013/01/Pay-to-Play-Disclosure-Form.pdf>