

**NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL
SERVICES 2026-2027**

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, 2026 through June 30, 2027.

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**
 - **Ownership Disclosure Statement**
- Compensation proposal, as well as the hourly billing rate for all employees assigned to the project
 - Evidence that the vendor is an independent contractor
- Other factors, if demonstrated, to be in the best interest of the Lower Township School District.

School Physician Services:

Scope of Services:

The school physician is responsible to provide medical services of district employees based upon adopted district goals, objectives and policies. The school physician reports directly to the Superintendent.

Minimum Qualifications

- Valid New Jersey Board of Medical Examiners license to practice as a Medical Doctor.
- A minimum of 10 years' experience as a physician
- Emergency care facility with x-ray equipment on premises
- Ability to perform required medical physicals for all newly hired district employees.
- Ability to evaluate employees for possible substance abuse, while in work environment.

- Ability to review doctor notes/medical evaluations provided by district employees.

Major Responsibilities and Duties

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A: 16-2.1(a).
2. Consultation to the District Board of Education, school district administrators and staff as needed.

DATE OF SUBMITTAL: No later than 11:00 am. Tuesday, April 28, 2026

SCAN ONE COMPLETE COPY ENTITLED: RFQ:26-27: "SERVICE TO BE PROVIDED" TO: ksiciliano@lowertwpschools.com and

MAIL TWO COPIES TO:

Katie Siciliano, Business Administrator/Board Secretary
Lower Township Board of Education
905 Seashore Road
Cape May, NJ 08204
Phone (609) 884-9400 x2606
Fax (609)884-1821

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 or June's 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.

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.

- **Investments in Iran Disclosure and Prohibition on Dealings with Russia or Belarus**
- **W-9**
- **Ownership Disclosure Statement**