

## NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES

2022-2023

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, 2022 through June 30, 2023.

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.

### **BOARD OFFICE:**

#### **School Solicitor:**

#### **Scope of Services:**

Specialized services required - The selected solicitor will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis, and will to be available to provide advice to the Board of Education during non-business hours including the attendance at the monthly Board of Education meetings.

#### **Minimum Qualifications:**

- 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

- Expertise in negotiations and labor relations
- Listing of other New Jersey Clients

**School Auditor:**

**Scope of Services:**

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Lower Township School District Board of Education. Applicant should demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues. Please outline the fee for the completion of the statutory audit, and a separate fee to review the ASSA.

**Minimum Qualifications:**

- A minimum of 25 years' experience in New Jersey school accounting/audits and be properly credentialed as a licensed public school accountant. Proposers must also be able to provide its most recent peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)(1).
- 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.
- Listing of other New Jersey Clients

**School Architect:**

**Scope of Services:**

The Board of Education desires to appoint a firm to provide architectural services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

**Minimum Qualifications**

- 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

**Medical Inspector Services:**

**Scope of Services:**

The school medical inspector is responsible to provide students a school health program based upon adopted district goals and objectives. The school medical inspector reports directly to the Superintendent and works with the school nurse.

**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
- Experience dealing with children
- Emergency care facility with x-ray equipment on premises
- Ability to perform CDL/DOT physicals

## **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 school district medical staff regarding the delivery of school health services, which includes special health care needs and technology supported and medically fragile children, including those covered by 20 U.S.C. 1400 et seq, Individuals with Disabilities Education Improvement Act.
3. Consultation to the District Board of Education, school district administrators and staff as needed.

Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home or whose parent has identified the school as the medical home for the purpose of sports physical examination.

## **Employee Assistance Program:**

### **Scope of Services:**

The Employee Assistance Program is responsible to provide the staff a program assist the district's employees when an unforeseen crisis:

These may include but not limited to:

Stress/Anxiety

Depression

Manages Finances

Grief/Loss

Divorce/Separation

Alcohol/Drug Addiction

Other Issues

**Minimum Qualifications** must have

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

## **Bond Counsel**

### **Scope of Services:**

The Board of Education desires to appoint an attorney or firm who will be the primary legal representative of the Board of Education in all matters relating to the issuance of bonds and bond anticipation notes of the Board. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

### **Minimum Qualifications:**

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

- Listing of other New Jersey Clients

### **Risk Management Consultant (Liability Insurance Broker)**

#### **Scope of Services:**

The district is seeking quotes through the EUS procurement process from qualified Risk Management Consultants. The selected Risk Management Consultant will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Attend either monthly or quarterly JIF meetings, and be eligible to serve as the district's risk management consultant in accordance with JIF requirements. In addition, provide assistance in the Student Accident Insurance Program.

#### **Minimum Qualifications:**

- 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 {ACCASBO JIF}
- Preliminary Fund assessment for 2022-2023 is estimated at \$425,000-\$450,000 {including student accident coverage}
- Sufficient qualified and licensed staff
- Listing of other New Jersey Clients

### **Risk Management Consultant (Health Insurance Broker)**

#### **Scope of Services:**

The district is seeking quotes through the EUS procurement process from a qualified Risk Management Consultants {Health Insurance Broker}. The selected Risk Management Consultant will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis via the administration of said program, either as insured by the Southern Coastal HIF, Self-Insured, or the SHBP and specifically with a recommendation as to the most beneficial health insurance program including Health, RX and Dental for the succeeding budget year. Attend either monthly or quarterly HIF meetings, district meetings, or others as requested, and be eligible to serve as the district's risk management consultant in accordance with HIF requirements. In addition, the RMC-{Health Insurance Broker} will assist with the District's wellness program.

#### **Minimum Qualifications:**

- 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 a member of the Southern Coastal HIF for Medical, RX Alliance for Prescription, and Self-Insured for Dental.
- Sufficient qualified and licensed staff
- List of all current clients and the products that are utilized.

Your proposal should outline clearly the method of compensation/commission that the company will request for the service/product provided:

**The District reserves the right to award a contract for all or individual products.**

**Financial Advisor**

**Scope of Services:**

Specialized services required - The selected financial advisor will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis, and will to be available to provide advice to the Board of Education during non-business hours.

**Minimum Qualifications**

- The firm shall have at least ten (10) years experience in representing public entities.
- The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
- The firm will be the district's Continuing Disclosure Agent and Municipal Advisor of Record.
- Will work in concert with the district's Auditor and bond Counsel to assist in complying with filing obligations.
- Will be a resource of concerning issuance of municipal debt.

Any questions should on Board of Education Services be emailed to John Hansen at [jhansen@lowertwpschools.com](mailto:jhansen@lowertwpschools.com) and a copy to Tricia Ryan at [tryan@lowertwpschools.com](mailto:tryan@lowertwpschools.com) **no later than March 18, 2022.**

**CHILD STUDY TEAM SERVICES:** The following proposals are for different evaluation and student services to be provided as directed by the Child Study Team. Included within your proposal, your compensation should be defined as either flat rate, ½ hour rate, or hourly rate for each type of service that your intend to provide. The billing process will be prescribed by the Lower Township Board office and require the bill to be totaled for each service rendered by the school serviced.

Any questions should on Child Study Team Services be emailed to Debra Keeler at [dkeeler@lowertwpschools.com](mailto:dkeeler@lowertwpschools.com) with a copy to John Hansen at [jhansen@lowertwpschools.com](mailto:jhansen@lowertwpschools.com) **no later than March 18, 2022.**

## **Nursing Services:**

### **Scope of Services:**

The Lower Township School District Board of Education is seeking a home health care agency to provide professional nursing services for students in grades PreK-6. The selected agency will be expected to provide nursing service for the district, as needed, throughout the 2022-2023 school year.

### **Licensing Requirements and Minimum Requirements:**

The nurse supplied by the agency shall be a Registered Nurse (RN) who shall hold a current license, registration or certification to practice in the State of New Jersey and should provide services pursuant to the applicable state laws.

- NJ Licensure as Registered Nurse or Licensed Practicing Nurse
- A minimum of 3 years' experience.
- Experience dealing with children

### **Major Responsibility and Duties:**

1. Agency should provide an RN to the district on a substitute basis.
2. The RN will provide basic nursing services to students currently attending two (2) schools located in the district.

## **Behavior Therapy Specialist:**

### **Scope of Services and Minimum Requirements:**

- BCBA Certification
- RBT on staff
- Provide observation of child/teacher interaction, consultation with staff, development and implementation of the Behavioral Intervention Plan with teachers as directed by the Child Study Team Supervisor.
- Define in detail all services that will be provided as a Behavior Therapy Specialist and RBT.

## **Pediatric Psychiatric/Neuropsychiatric Physician**

### **Scope of Services:**

- Provide psychiatric/Neuropsychiatric evaluation reports, but not limited to:
- Typed comprehensive reports, eligibility reports reflective of the diagnosis
- Diagnostic interviews with students, parents, teachers/caregivers/therapists/ administrators
- Direct or indirect (telephone) consultation with educational diagnostician
- Review of psycho-educational testing by educational diagnostician
- Debriefing (parent exit)
- All psychiatric evaluations must include eligibility report and diagnosis with functional implications in educational settings.

- The school district expects the certified psychiatric physician to perform all the duties listed. However, not all duties will be performed for all students. Every case will be treated on an individual basis. The school district will instruct and work with the psychiatric physician to determine which services will be needed for each individual case.

**Qualifications Requirements:**

- New Jersey State Licensing
- Current Board Certification in Pediatric Psychiatry
- Several years of experience working with Elementary Students ages three to thirteen years.

**OT/PT Services:**

**Scope of Services and Minimum Requirements:**

- Must meet regulated licensure and/or state certification requirements.
- 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.
- Define each service to be provided. These services are defined as Evaluation, Individual Service, Group Service, and Record Management.
- Provide Listing of other clients that have engaged you during the 2021-2022 school year and within your proposal identify/certify that you are an independent contractor.

**DATE OF SUBMITTAL:** No later than 11:00 am. Thursday, March 31, 2022.

**SCAN ONE COMPLETE COPY ENTITLED: RFQ:22-23:"SERVICE TO BE PROVIDED" TO [jhansen@lowertwpschools.com](mailto:jhansen@lowertwpschools.com) and [tryan@lowertwpschools.com](mailto:tryan@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 April or May'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.**

**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**
- **W-9**
- **Ownership Disclosure Statement**

**3/4/2022**