

NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES

2021-2022

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, 2021 through June 30, 2022.

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.

BOARD OFFICE:

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

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.
- Listing of other New Jersey Clients

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

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
- Ability to perform CDL physicals

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
- Listing of other New Jersey Clients

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 2021-202 is estimated at \$425,000 { including student accident coverage }
- Sufficient qualified and licensed staff

- Listing of other New Jersey Clients

Any questions should on Board of Education Services be directed to John Hansen at jhansen@lowertwpschools.com and a copy to Chris Conley at cconley@lowertwpschools.com.

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 directed to Debra Keeler at dkeeler@lowertwpschools.com with a copy to John Hansen at jhansen@lowertwpschools.com.

Nursing Services must have

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

Behavior Therapy Specialist must have

- 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.

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.

- 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, April 29, 2021.

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 May 25, 2021 or June 22, 2021 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,
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