

WESTAMPTON TOWNSHIP BOARD OF EDUCATION
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS

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 Westampton Township Board of Education located at 700 Rancocas Road, Westampton, New Jersey 08060 is seeking RFO's for professional services to be provided to the Board of Education as listed below for the period **July 1, 2018 to June 30, 2019.**

Board of Education Solicitor

Environmental Consultant

Board of Education Auditor

Board of Education Insurance Consultant

Board of Education Architect

School Physician

Engineering Firm

School Treasurer

All RFQ's must be received by Tracy McGuire, School Board Secretary, no later than 10:00 AM, **Wednesday, May 23, 2018**, at the Business Office located at 700 Rancocas Road, Westampton, NJ 08060. All questions concerning this notice should be addressed to the School Board Secretary, Tracy McGuire.

All statements of qualifications for professional service contracts shall include at a minimum the following information:

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - A. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Board of Education of Westampton Township.
 - B. Identify persons who will serve as back up to the primary person including resumes of all parties.

2. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Board of Education of Westampton Township.

Board of Education Solicitor

Scope of Services

Specialized services required - The selected professional (solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that will require guidance and advice from the aforesaid professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when requested.

Minimum Qualifications

1. Solicitor's firm shall have three or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (10) years' experience in representing public entities.
3. 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.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.

Miscellaneous Requirements

1. List of New Jersey Public School District clients. Please be sure to include the time frame of each client.
2. List of Burlington County clients. Please be sure to include the time frame of each client.
3. Please provide a list of branches of your office. Please be sure to include the start/end date of each location.
4. How many school districts do you currently represent? How many are grade K-8 with less than 1,200 students?
5. Please briefly describe why you believe you would best represent the Westampton Township School District.
6. What unique qualities can you bring to the Westampton Township School District?

7. Any possible conflicts of interest in representing the Westampton Township School District?

8. How did you hear about the Request for Proposals?

- a. Westampton Township Public School website
- b. Newspaper
- c. Word of mouth

9. What is your greatest concern in representing Westampton if you are awarded the contract?

10. Have you previously bid? Why or why not?

Environmental Consultant

Scope of Services

Services shall be performed by the consultant consistent with the highest professional skill and care. The consultant will develop an environmental program in the areas of air quality, asbestos, chemical, Right to Know, and occupational medicine. It will be the responsibility of the consultant to ensure the District's compliance with all statutes and regulations while conducting training of appropriate District personnel in these environmental matters.

Miscellaneous Requirements

1. List of New Jersey Public School District clients. Please be sure to include the time frame of each client.

2. List of Burlington County clients. Please be sure to include the time frame of each client.

3. Please provide a list of branches of your office. Please be sure to include the start/end date of each location.

4. How many school districts do you currently represent? How many are grade K-8 with less than 1,200 students?

5. Please briefly describe why you believe you would best represent the Westampton Township School District.

6. What unique qualities can you bring to the Westampton Township School District?

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8. How did you hear about the Request for Proposals?

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10. Have you previously bid? Why or why not?

Auditor

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Westampton Township 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. Any experience or knowledge of matters that directly affect the Westampton Township Board of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered school board accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.
7. Must provide hourly billing rates for employees possible assigned to service the Board of Education.

Miscellaneous Requirements

1. List of New Jersey Public School District clients. Please be sure to include the time frame of each client.
2. List of Burlington County clients. Please be sure to include the time frame of each client.
3. Please provide a list of branches of your office. Please be sure to include the start/end date of each location.
4. How many school districts do you currently represent? How many are grade K-8 with less than 1,200 students?

5. Please briefly describe why you believe you would best represent the Westampton Township School District.
6. What unique qualities can you bring to the Westampton Township School District?
7. Any possible conflicts of interest in representing the Westampton Township School District?
8. How did you hear about the Request for Proposals?
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9. What is your greatest concern in representing Westampton if you are awarded the contract?
10. Have you previously bid? Why or why not?

Insurance Consultant

Submission

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should also include cost details including hourly rates of the individuals who perform services and a list of delineating the numbers and types of public clients represented by the solicitor and firm.

Evaluation of Proposals

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The proposals will be evaluated by a committee of staff and Board Members of the School District based upon information supplied by each Proposer in response to the RFP and the following criteria:

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| Ability to meet all minimum qualifications. |
| Overall knowledge and familiarity with the operations of the School District. |
| Experience of the firm in providing similar services to other public bodies, with special emphasis experience in New Jersey. |
| Qualifications and experience of the professional. |
| Qualifications and experience of the other members of the professional's firm. |
| The hourly rates proposed. The proposal shall identify whether clerical and other overhead cost billed separately or included in the hourly labor rate for the attorneys. |

Miscellaneous Requirements

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6. What unique qualities can you bring to the Westampton Township School District?
7. Any possible conflicts of interest in representing the Westampton Township School District?
8. How did you hear about the Request for Proposals?
 - a. Westampton Township Public School website
 - b. Newspaper
 - c. Word of mouth
9. What is your greatest concern in representing Westampton if you are awarded the contract?
10. Have you previously bid? Why or why not?

Architectural Firm

Scope of Services

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

Minimum Qualifications

1. Must be certified to provide architectural services in the State of New Jersey.
2. Must have a minimum of ten (10) years' experience in providing consulting services to boards of education.

3. Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in the preparation of grant applications.
7. Must have project managers with at least ten (10) years of school board experience.
8. Must list past and present school boards served as district architects.
9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Miscellaneous Requirements

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3. Please provide a list of branches of your office. Please be sure to include the start/end date of each location.
4. How many school districts do you currently represent? How many are grade K-8 with less than 1,200 students?
5. Please briefly describe why you believe you would best represent the Westampton Township School District.
6. What unique qualities can you bring to the Westampton Township School District?
7. Any possible conflicts of interest in representing the Westampton Township School District?
8. How did you hear about the Request for Proposals?
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9. What is your greatest concern in representing Westampton if you are awarded the contract?
10. Have you previously bid? Why or why not?

Engineering Firm

Scope of Service

These services shall be under the supervision of a professional engineer, licensed in the State of New Jersey.

1. Must be certified to provide engineering services in the State of New Jersey.
2. Must have a minimum of ten (10) years' experience in providing consulting services to boards of education.
3. Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. The general duties include the following: Perform administrative and professional engineering work in the investigation, design, construction and maintenance of schools, and other projects, (hereafter referred to as Engineer) as authorized.
7. Supervise or perform such surveys of either a topographical, property line or construction nature as may be required. Prepare such plans, sketches, and blueprints as may be required. In performing the duties, the Engineer will be responsible for reporting to the School Business Administrator and Board Secretary.
8. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

School Physician

Scope of Service

1. Review of sports examinations conducted by "Medical Home" - Grades 5, 6, 7, and 8 - approximately 150 students/year.
2. Child Study Team Physicals - Per individual request - Per case basis.
3. Authorization for emergency procedures, TB tests, Adrenalin, and prescriptions for the nurses to administer.
4. Drug/alcohol consultation and referral per Board Policy - As needed in crisis consultation.
5. Consultation regarding individual medical problems/communicable diseases.

6. Input for curriculum development re: Family Life Education, drugs, etc., as appropriate.
7. Signing all appropriate documents and forms.

NOTE: School Nurses provide appropriate screening support to the school physician in order to minimize unnecessary functions of the school physician.

School Treasurer

Scope of Service

1. Render the monthly reports to the Board Secretary, giving detailed account of the outstanding checks and submit a report to the Board of Education each month.

Any questions regarding this Request for Proposals should be directed to Tracy McGuire, School Board Secretary of the Westampton Township School District.

Please submit two (2) copies of the proposal to:

Tracy McGuire, School Board Secretary
Westampton Township Board of Education
700 Rancocas Road
Westampton, NJ 08060

All submissions must be received at the School Business Office, in the Administration Building, by 10:00 AM on **Wednesday, May 23, 2018**, at which time they will be publicly opened.