

**GIBBSBORO 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 Gibbsboro Board of Education located at 37 Kirkwood Rd., Gibbsboro, NJ, 08026, is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2008 to June 30, 2009:

Board of Education Solicitor,
Board of Education Bond Counsel,
Board of Education Auditor
Board of Education Architect/Engineer
School Physician
Occupational Therapy Services

Request for qualification is on file at the Board Secretary/Business Administrator's office at 37 Kirkwood Rd., Gibbsboro, NJ, 08026 and may also be downloaded from the Board of Education's website www.gibbsboroschool.org.

All RFQ's must be received by the Board Secretary/Business Administrator no later than 11:00 a.m. April 7, 2009 at the Board of Education office located at 37 Kirkwood Rd., Gibbsboro, NJ, 08026. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Dr. James Lavender at jlavender@gibbsboroschool.org or 856-783-1140 x303.

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

1. Name 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 Gibbsboro Board of Education.
 - 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 Gibbsboro Board of Education.

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 as 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.

Auditor

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Gibbsboro 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 Gibbsboro Board of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of two (2) certified public accounts 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 possibly assigned to service the Board of Education.

BOARD OF EDUCATION ARCHITECTURAL /ENGINEERING FIRM

Scope of Services:

The Gibbsboro Board of Education desires to appoint a firm to provide consulting architectural/engineering services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural/engineering 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 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. 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 consulting engineer.
9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

SCHOOL PHYSICIAN

The Board of Education will award a contract for twenty-four consecutive months with an option to renew the contract for one additional twelve-month period.

Contract Period: July 1, 2009 – June 30, 2011

Annual Fee:

Payment is made in two (2) equal installments with the first installment paid in December and the second installment paid in June.

Tools, Equipment, Miscellaneous:

The School Physician shall provide the tools and equipment necessary for the provision of its services. The Physician shall possess a medical license valid in the State of New Jersey with all the certifications necessary to perform the duties described. The Physician shall maintain in full force and effect, malpractice insurance in the amount of \$1,000,000/\$3,000,000. The Physician shall perform all services with a degree of confidence acceptable in standard medical practice.

Medical Services:

The School Physician will perform the following services, subject to reasonable variation:

- Completion of sports physicals at the Gibbsboro School
- Review of sports physicals performed by students' "medical home" physician
- Physical examinations for students with no "medical home"
- Physical examinations of students suspected of drug/alcohol abuse, including urine testing
- Physical examinations of employees
- Hepatitis B vaccination series to identified staff

Additional Services:

- Consultation with the School Nurses, Child Study Team and Guidance in regard to student medical issues (diabetes, terminal or chronic illnesses, DNR orders, obesity, asthma etc.)

- Development of Standing Orders, Policies, Procedures and other protocols as required by the Department of Education in consultation with the School Nurses Child Study Team and Guidance. These Standing Orders will apply to the regular school day and year, as well as, Board of Education approved co-curricular, childcare, community education and extended year programs.

OCCUPATIONAL THERAPY SERVICES

SCOPE OF SERVICES

The physical therapist shall have the responsibility of providing therapy the for 2009-2010 school year that may include direct services, consultation and evaluation services as determined by district need.

1. Not to exceed 18 hours per week.
2. Required paperwork including but not limited to monthly log and billing statement.
3. Direct therapeutic intervention as specified by the student's IEP and non-contact chargeable client treatment (e.g. parent education, teacher consultation, attendance at IEP meetings and other related duties).

MINIMUM QUALIFICATIONS

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing physical therapy services to children in school settings.
2. The firm shall have at least ten (10) years experience in providing services to public and private schools.
3. The firm shall designate one (1) professional within the firm who will be assigned to 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 occupational services for children.

EVALUATION OF PROPOSALS

The School District intends to award professional services contracts 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 Responder to this RFP and the following criteria:

- 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 on 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 costs will be billed separately or included in the hourly labor rate for the attorneys.

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 delineating the numbers and types of public clients represented by the solicitor and firm.

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

Gibbsboro Board of Education
37 Kirkwood Rd., Gibbsboro, NJ, 08026
856-783-1140 x301

All submissions must be received at the School District's Administrative Office by April 7, 2009 before 11:00 a.m. at which time they will be publicly opened.

Any questions regarding this Request for Qualifications should be directed to Dr. James Lavender, School Business Administrator for Gibbsboro School District.

EXHIBIT A

P.L. 1975, C. 127 9N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant
Exhibit A – Page 2.

to P. L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the

Treasurer pursuant to P. L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal Court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal Court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.

Yes No

If YES, a copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

Yes No

If YES, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or signing of the contract.

I hereby certify that the above information is correct to the best of my knowledge.

(Name of Contractor)

(Signature)

(Title)

(Date)

AFFIRMATIVE ACTION AFFIDAVIT

(To be completed by firms with less than 50 employees)

STATE OF NEW JERSEY

COUNTY OF _____

I, _____ of the (City, Town, Borough) of _____ in the County of _____, State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

1. I am _____ of the firm _____ a contractor making a proposal upon the above named service.

2. _____ does not have 50 or more employees inclusive of all officers and employees of every type.

3. I am familiar with the Affirmative Action requirements of P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

4. _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P. L. 1975, c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

5. I am aware that if _____ does not comply with P.L. 1975, c. 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of _____, until an affirmative action plan is approved. I am also aware that the contract may be terminated and _____ may be barred from all public contracts, for a period of up to five (5) years.

6. In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information report.

Signature of Authorized Representative

Name and Title

Subscribed and sworn to
Before me this _____ day of _____, 20_____

(Seal) Notary Public of New Jersey
My Commission expires _____, 20_____