

**NOTICE OF SOLICITATION REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES**

REQUESTS FOR QUALIFICATIONS -

Notice of Solicitation

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 Cape May Regional Board of Education located at 687 Route 9, Cape May, NJ 08204 is seeking RFP'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
- Board of Education Auditor
- School Medical Inspector
- Board of Education Architect
- Board of Education Financial Advisors
- Board of Education Bond Counsel

Requests for qualifications are on file at the Business Administrator/Board Secretary's office at 687 Route 9, Cape May, NJ 08204, for the Lower Cape May Regional School District and may also be downloaded from the Board of Education's website at lcmrschools.com.

All RFPs must be received by the Board of Education Business Administrator/Board Secretary, no later than 1:00 P.M. on Tuesday, March 13, 2018 at the Board of Education office located at 687 Route 9, Cape May, NJ 08204, for the Lower Cape May Regional School District. All questions concerning this notice should be addressed to the Business Administrator/Board Secretary, Mark G. Mallett, (609) 884-3475, ext. 206.

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.
2. 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 Lower Cape May Regional.
3. Identify persons who will serve as back up to the primary person.
4. 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 Lower Cape May Regional.
5. Cost of Services.
6. All proposals must include the following documents
 - Affirmative Action Certificate of Employee Information Report
 - Political Contribution Disclosure Form
 - Investments in Iran
 - W9 Form
7. A Certificate of Insurance with proper levels of coverage and a signed Indemnity and Hold Harmless must be presented to the Board of Education upon award of contract.

Board of Education 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

1. The firm shall have at least ten (10) years experience in representing public entities.
2. 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.
3. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.

Board of Education 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 Cape May Regional 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 Lower Cape May Regional Board of Education should be addressed.

Minimum Qualifications

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 possibly assigned to service the Board of Education.

School Medical Inspector

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. He/She coordinates his/her activities with the staff.

Minimum Qualifications

1. Valid New Jersey Board of Medical Examiners license to practice as a Medical Doctor or Doctor of Osteopathy in the State of New Jersey

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.

4. Consultation with the school district's certified nurse(s) to obtain input for the development of the school Nursing Services Plan, pursuant to N.J.A.C. 6A: 16-2.1

Board of Education 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

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 architectural 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.
5. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Board of Education 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 be available to provide advice to the Board of Education during non-business hours.

Minimum Qualifications

1. The firm shall have at least ten (10) years experience in representing public entities.
2. 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.
3. The firm will be the district's Continuing Disclosure Agent and Municipal Advisor of Record.
4. Will work in concert with the district's Auditor and bond Counsel to assist in complying with filing obligations.
5. Will be a resource of concerning issuance of municipal debt.

Board of Education 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

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing school boards in connection with the issuance of school board bonds and/or notes.

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 the Board of Education based upon information supplied by each Professional in response to this RFP and the following criteria:

- 35% - Ability to meet all minimum qualifications and experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- 35% - Qualifications and experience of the professional and qualifications and experience of the other members of the professional's firm.
- 30% - 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 professional services.

Any questions regarding this Request for Proposals should be directed to Mark G. Mallett, School Business Administrator/Board Secretary of the Lower Cape May Regional School District.

Please submit one (1) of the proposal to:

Lower Cape May Regional Board of Education
687 Route 9, Cape May, NJ 08204
(609) 884-3475, ext. 206

All submissions must be received at the School District's Administrative Office by 1:00 P.M., Tuesday, March 13, 2018 at which time they will be publicly opened.