

NOTICE OF SOLICITATION REQUEST FOR PROFESSIONAL SERVICES AND EXTRAORDINARY UNSPECIFIED SERVICES (EUS)

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 Requests for Qualifications for Professional Services to be provided to the Board of Education as listed below for the period July 1, 2023 to June 30, 2024.

- 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
- Physical Therapist
- Occupational Therapist
- Nursing Services
- Risk Management Consultant (Liability Insurance Broker)

Lower Cape May Regional is also seeking quotes through the EUS procurement process (N.J.S.A. 18A-18A-5 et. seq.) for the Risk Management Consultant for the period July 1, 2023 to June 30, 2024.

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 RFQs must be received by the Board of Education Business Administrator/Board Secretary, no later than 11:00am on Thursday, March 23, 2023 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 Mallett, (609) 884-3475, ext. 206.

All statements of qualifications for professional service contracts and EUS 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 Disclosure and Prohibition on Dealings with Russia or Belarus
 - W9 Form
 - Non-Collusion Affidavit
 - New Jersey Business Registration Certificate
 - Ownership Disclosure Statement
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 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.

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 to 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.

Physical Therapist

Scope of Services:

The selected professional will be expected to provide specialized professional therapy during the entire year as outlined in each student's IEP with the understanding that the goal of the school based Physical Therapist is to support and maximize educational participation in class. Physical Therapy services will be provided across two schools in the Lower Cape May Regional School District to approximately 10-20 students in grades 7-12.

Licensing Requirements

- **Physical Therapists** must be licensed by the State of New Jersey Division of Consumer Affairs and be New Jersey school certified.
- **Physical Therapy Assistants (PTA)** must be licensed by the New Jersey Division of Consumer Affairs. A licensed PTA shall work only under the direct supervision of a licensed Physical Therapist.
- If more than three employees on staff, must be an approved NJDOE Clinic and/or Agency. Proof must be provided, otherwise proposal will be disqualified.

Major Responsibilities and Duties

1. PT is provided to enhance sensory-motor responses and to develop functional motor control, especially focusing on gross motor and ambulatory skills.
2. The Physical Therapist will also be expected to perform evaluations including observation of the student in school settings, and home settings if required. Formal reports are written based on standardized testing and observation.
3. The Physical Therapist will also review reports from other Physical Therapists and make recommendations based on the report. When deemed appropriate provide informal appraisals of student needs as a member of the IEP Team and/or I&RS Committee.
4. When appropriate, goals and objectives for intervention will be developed and inputted into the Individualized Educational Plan (IEP).
5. The Physical Therapist can provide direct or indirect service. Direct services include individual, small group session, or integrated in-class activities. Consultative services include but are not limited to observation of student, review of work samples, consultation with parents and teachers, and participation in meetings as needed. They are expected to recommend equipment/materials and obtain measurements for equipment in a timely manner to assist the district in obtaining competitive quotes for the necessary specialized equipment/materials.

Occupational Therapist

Scope of Services:

The selected professional will be expected to provide specialized professional therapy during the entire year as outlined in each student's IEP. The goal of the school based Occupational Therapy is to support and maximize educational participation in class. Occupational therapy services will be provided across two schools in the Lower Cape May Regional School District to approximately 10-20 students in grades 7-12.

Licensing Requirements

- **Occupational Therapists** must be licensed by the New Jersey Division of Consumer Affairs and be New Jersey school certified.
- **Occupational Therapy Assistant (COTA)** must be certified in the state of New Jersey. A COTA shall work under the direct supervision of a licensed Occupational Therapist.
- If more than three employees on staff, must be an approved NJDOE Clinic and/or Agency. Proof must be provided, otherwise proposal will be disqualified.

Major Responsibilities and Duties

1. OT is provided to focus on academics, social participation, self-care skills (ADLs or Activities of Daily Living), and transition/ work skills.
2. Occupational Therapist will also be expected to perform evaluations including observation of the student in school settings, and home settings if required. Formal reports are written based on standardized testing and observation.
3. The Occupational Therapist will also review reports from other Occupational Therapists and make recommendations based on the report. When deemed appropriate provide informal appraisals of student needs as a member of the IEP Team and/or I&RS Committee.
4. When appropriate, goals and objectives for intervention will be developed and inputted into the Individualized Educational Plan (IEP).
5. The Occupational Therapist can provide direct or indirect service. Direct services include individual, small group session, or integrated in-class activities. Consultative services include but are not limited to observation of student, review of work samples, consultation with parents and teachers, and participation in meetings as needed. They are expected to recommend equipment/materials and obtain measurements for equipment in a timely manner to assist the district in obtaining competitive quotes for the necessary specialized equipment/materials.

Nursing Services:

Scope of Services:

The Lower Cape May Regional Board of Education is seeking a home health care agency to provide professional nursing services for students in grades 7-12. The selected agency will be expected to provide nursing service for the district, as needed, throughout the 2023-2024 school year.

Licensing 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.

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.

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 services regarding liability insurance to the Board of Education during the entire year on an as needed basis.

Minimum Qualifications

1. The firm shall have at least ten (10) years of experience with joint insurance fund coverage, commercial insurance, student accident insurance and property and casualty insurance.
2. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the school liability insurance and have a full understanding of current NJ Legislation as pertains to school workers comp and liability insurance.
3. Lower Cape May Regional is currently a member of the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF)
4. Estimated assessment for the 2023-2024 school year is \$550,000 (excluding student accident coverage).

Date of Submittal: All submissions must be received at the School District's Administrative Office by 11:00am on Thursday, March 24, 2023.

Please scan and email one complete copy to mallettm@lcmrschools.com and mail one copy to:

Mark Mallett, School Business Administrator
Lower Cape May Regional Board of Education
687 Route 9, Cape May, NJ 08204
(609) 884-3475, ext. 206
Fax (609) 884-7067

Any questions regarding this Request for Qualifications should be directed to Mark Mallett, School Business Administrator/Board Secretary of the Lower Cape May Regional School District via email at mallettm@lcmrschools.com or call him at 609-884-3475 ext. 206.

The Lower Cape May Regional Board of Education intends to award the 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 26, 2023 or May 24, 2023 Board Meeting. The District reserves the right to award the contract to multiple professionals.

All proposals must include the following documents

- Affirmative Action Certificate of Employee Information Report
- Political Contribution Disclosure Form
- Investments in Iran Disclosure and Prohibition on Dealings with Russia or Belarus
- W9 Form
- Non-Collusion Affidavit
- New Jersey Business Registration Certificate
- Ownership Disclosure Statement

Upon award of a contract and prior to working in the school district, the successful candidate will provide and acceptable Certificate of Insurance with endorsement, *naming the Lower Cape May Regional School District, its agents and representatives as additionally insured.*