

**MAGNOLIA BOARD OF EDUCATION  
131 Elm Ave  
Woodlynne, New Jersey 08107**

**REQUESTS FOR PROPOSALS  
SOLICITOR/AUDITOR/ARCHITECT/OCCUPATIONAL  
THERAPIST/PHYSICAL THERAPIST  
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 Magnolia Board of Education located at 131 Elm Ave, Woodlynne, New Jersey 08107 is seeking RFP's for professional services to be provided to the Board of Education as listed below for the period July 1, 2019 to June 30, 2020.

- ◆ Solicitor
- ◆ Auditor
- ◆ Architect
- ◆ Occupational Therapist
- ◆ Physical Therapist

Requests for Proposals are on file at the Board Secretary/Business Administrator's office at 131 Elm Ave, Woodlynne, New Jersey 08107 and may also be downloaded from the Board of Education's website at [www.magnoliaschools.org](http://www.magnoliaschools.org).

All RFP's must be received by the Board of Education Board Secretary/Business Administrator no later than 10:00 am on Thursday, April 11, 2019 at the Board of Education office located at 131 Elm Ave, Woodlynne, New Jersey 08107. All questions concerning this notice should be addressed to Greg Gontowski, Business Administrator/Board Secretary at 856-962-8822 ext 110.

**MINIMUM REQUIRED INFORMATION/DOCUMENTATION**

All RFP's for professional service contracts shall include at a minimum the following information/documentation.

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 Magnolia.

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 Magnolia.

3. Professional Liability Insurance: The professional is to provide, at own expense, a comprehensive general liability insurance policy including professional liability, insuring against any and all claims for bodily injury or death resulting from performance and services by the professional, professionals employees, staff and agents. The insurance shall provide not less than \$1,000,000 with respect to injury or aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, NJSA 59:1-1 et. seq., which shall govern the terms and conditions of any such program. The school district shall be listed as additional insured on the policy. The District must be included as an Additional Named Insured on a Primary and Non-Contributory basis on the general liability, automobile liability and excess/umbrella liability policies. Evidence in the form of a Certificate of Insurance is required prior to commencement of the contract. Endorsements to each of the policies confirming the additional insured status are required within thirty days of the issuance of the Certificate of Insurance.

4. New Jersey Business Registration Certificate

5. Must provide Disclosure of Investment Activities in Iran

6. Responders must comply with the requirements of P.L. 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Exhibit A and attachments.)

## **BOARD OF EDUCATION SOLICITOR**

### **Scope of Services:**

Specialized services required - The selected solicitor will be expected to provide specialized professional services to the Magnolia 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 (3) 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 (1) 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.

### **BOARD OF EDUCATION AUDITOR**

#### **Scope of Services:**

Specialized services required - The Magnolia Board of Education desires to appoint a firm of certified public accountants to act as auditors for the board. 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 Magnolia 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.

8. Must provide fee to prepare the annual CAFR of the 2018-2019 fiscal year. Fee must include the cost to prepare the annual secondary disclosure statement.

## **BOARD OF EDUCATION ARCHITECTURAL FIRM**

### **Scope of Services:**

The Magnolia 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 five (5) 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 five (5) years of school board experience.
8. Must list past and present school boards served as architect.
9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

## **OCCUPATIONAL THERAPY SERVICES**

### **General Criteria:**

The Magnolia Board of Education desires to appoint occupational therapists or agencies to provide occupational therapy services to educationally disabled students. Applicants should demonstrate knowledge and proficiency in provision of occupational therapy services. Any experience or knowledge of matters directly affecting the Magnolia Board of Education should be addressed.

### **Minimum Qualifications:**

1. Must be licensed to provide services by the State of New Jersey Division Health and Senior Services, and/or Department of Law and Public Safety (Licensure requirements to be determined by Magnolia Board of Education) and/or must be certified as an Approved Clinic or Agency by the New Jersey Department of Education.
2. Certified Occupational Therapist Assistant must be willing to work under the direction of a licensed Occupational Therapist.
3. Must list past and present experiences with school districts, private agencies, or governmental agencies.
4. Must provide written progress reports quarterly.
5. Must provide goals and objectives for the IEP when requested.
6. Must input service information into computer system for Medicaid, if requested.
7. Must have sufficient staff to provide services as stipulated in the contract.
8. Must use an accurate billing format listing dates and times of services rendered.
9. Must successfully complete criminal history review as required by the New Jersey Department of Education.
10. Must provide a current New Jersey Business Registration Certificate.
11. Must provide the organization's fee structure and/or hourly billing rate for employees possibly assigned to service the Board of Education.

## **PHYSICAL THERAPY SERVICES**

**General Criteria:**

The Magnolia Board of Education desires to appoint physical therapists or agencies to provide physical therapy services to educationally disabled students. Applicants should demonstrate knowledge and proficiency in provision of physical therapy services. Any experience or knowledge of matters directly affecting the Magnolia Board of Education should be addressed.

**Minimum Qualifications:**

1. Must be licensed to provide services by the State of New Jersey Division Health and Senior Services, and/or Department of Law and Public Safety (Licensure requirements to be determined by Magnolia Board of Education) and/or must be certified as an Approved Clinic or Agency by the New Jersey Department of Education.
2. Certified Physical Therapist Assistant must be willing to work under the direction of a licensed Physical Therapist.
3. Must list past and present experiences with school districts, private agencies, or governmental agencies.
4. Must provide written progress reports quarterly.
5. Must provide goals and objectives for the IEP when requested.
6. Must input service information into computer system for Medicaid, if requested.
7. Must have sufficient staff to provide services as stipulated in the contract.
8. Must use an accurate billing format listing dates and times of services rendered.
9. Must successfully complete criminal history review as required by the New Jersey Department of Education.
10. Must provide a current New Jersey Business Registration Certificate.
11. Must provide the organization's fee structure and/or hourly billing rate for employees possibly assigned to service the Board of Education.

## **EVALUATION OF PROPOSALS**

The School District intends to award a professional services contract for solicitor, auditor, architect and occupational therapist 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 an administrative team who will recommend appointment to the Board of Education 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 and/or fee 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.
- The Board reserves the right to reject any and all proposals at its discretion and in its best interest.

### **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:

**Greg Gontowski, School Business Administrator**  
**Magnolia Board of Education**  
**131 Elm Avenue**  
**Woodlynne, New Jersey 08107**

All Submissions must be received at the School District's Business Office by 10:00 am on Thursday, April 11, 2019 at which time they will be publicly opened.

Any questions regarding this Request for Proposals should be directed to Greg Gontowski, School Business Administrator of the Magnolia School District.

## **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 14**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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, affectional or sexual orientation, gender identity or expression, disability, nationality 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 personal 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.

In conforming with the targeted employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.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\_\_\_\_\_