

**GLOUCESTER CITY BOARD OF EDUCATION
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
UNDER A FAIR AND OPEN PROCESS**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, otherwise known as New Jersey Pay-to-Play, and Chapter 271 of the laws of the State of New Jersey, the Gloucester City Board of Education located at 520 Cumberland Street, Gloucester City, NJ 08030 is seeking RFQ's (Request for Qualifications) for professional services as listed below to be provided to the Board of Education for a period of one year beginning May 6, 2011.

The Professional Services are:

- 1. School Board Attorney**
- 2. School Board Auditor**
- 3. Architect**
- 4. Insurance Broker**
- 5. Occupational Therapy Services**
- 6. Physical Therapy Services**
- 7. Counseling Services**

Copies of this Request for Qualifications are available at the Board Secretary/Business Administrator's office at 520 Cumberland Street, Gloucester City, NJ 08030 and may also be downloaded from the Board of Education's website.

RFQ's are to be submitted to the **Gloucester City Board of Education, Attn. Margaret M. McDonnell, Business Administrator, 520 Cumberland Street, Gloucester City, NJ 08030 and must be received no later than Thursday, April 21, 2011 at 10:00 AM.** Qualifications must be submitted in sealed envelopes with the name and number of the Request for Qualifications clearly marked on the front of the envelope:

PROFESSIONAL SERVICES RFQ NO. 11042101

Electronic or fax copies will not be accepted. Any questions concerning this request should be directed to Ms. Margaret M. McDonnell, Business Administrator/Board Secretary at (856) 456-7000 ext. 2160 prior to the due date.

PROFESSIONAL SERVICES RFQ NO. 11042101

Each submission to be considered shall conform to the criteria set forth herein, and written evidence of compliance must be furnished.

- 1) The applicant must be a current licensed professional in the State of New Jersey for a period of at least five (5) years.
- 2) The applicant must submit a “Certificate of Good Standing” or other similar document evidencing that the professional’s license is not presently suspended or revoked.
- 3) The applicant shall submit a resume, which shall set forth herein information including, but not limited to, the following: (as applicable to a business entity or individual professional)
 - a) Full name and business address, phone number, fax number, and email address
 - b) A listing of all post high school education on the applicant (if members of a firm, all those responsible for this client)
 - c) Dates of licensure in the State of New Jersey and any other state
 - d) A listing of any professional affiliations or memberships in any professional organization or society, with an indication as to any and all offices held.
 - e) The number of licensed professionals employed by or affiliated with the business entity, or by the business entity which employs the applicant
 - f) A listing of all special accreditations held by the individual licensed professional of business entity
 - g) A description on your ability to provide timely services including your staffing and other resources employed to fulfill the needs of this district.
 - h) A listing of all previous public New Jersey school boards served by the business entity or licensed professional, indicating the dates of services and positions held.
 - i) Documented evidence of meeting the minimum requirements listed for the specific professional service as detailed in the request for qualifications. See Scope of Services and Minimum Requirements.

All submissions are open to the public for review and will be kept on file in the Board office. The Board reserves the right to reject any proposal not in compliance with the above criteria or any other requirements as established.

Applicant must submit five (5) copies of their qualifications in accordance with the terms and conditions of this RFQ.

SCOPE OF SERVICES AND MINIMUM REQUIREMENTS

1. Board of Education Attorney

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 as needed basis. Various issues arise during the normal course of business involving the need for professional services on matters that 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 required.

Minimum Qualifications

1. Solicitor's firm shall have three or more licensed professionals on staff whose major focus of work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least (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.

SCOPE OF SERVICES AND MINIMUM REQUIREMENTS

2. School Board Auditor

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Gloucester City 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 Gloucester City 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 possibly assigned to service the Board of Education.

SCOPE OF SERVICES AND MINIMUM REQUIREMENTS

3. Architectural and Engineering Firm

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 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 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 architect.
9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.
10. Must be experienced in developing long range facilities plans, emergent project requests and NJDOE facilities project applications for school boards.
11. Must be experienced in dealing with NJSDA and NJDOE facilities.
12. Must have school construction management experience.
13. Must list work history in school boards with types of projects completed and not completed.
14. Must list references for school boards, NJSDA and NJDOE.
15. Must list any specific experience that your firm holds.