

**LAUREL SPRINGS BOARD OF EDUCATION
NOTICE OF SOLICITATION
REQUEST 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 Laurel Springs Board of Education located at 623 Grand Avenue, Laurel Springs, New Jersey 08021 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2021 to June 30, 2022.

Board of Education Solicitor

Requests for Qualifications are on file at the Business Administrator's office at 623 Grand Avenue, Laurel Springs, New Jersey 08021.

All RFQ's must be received by the Business Administrator no later than 2:00pm on August 9, 2021 at the Board of Education office located at 623 Grand Avenue, Laurel Springs, New Jersey 08021. All questions concerning this notice should be addressed to the Business Administrator, Erin Kearney, at 856-783-1086 Ext. 114.

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.
 - 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 Laurel Springs.
 - B. Identify person 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 Laurel Springs.

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 when 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.
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SUBMISSION

Information beyond the minimum requirements may also be submitted.

Proposing firms shall also provide evidence that all minimum qualifications are met. Response to this Request for Proposals (RFQ) shall also discuss and provide the following:

- A list of all current New Jersey public school clients and length of service to each.
 - Background information on the attorney/attorneys to be assigned to the Laurel Springs Board of Education.
 - Proposed fee structure
 - Any supplemental data that you see as necessary to communicate your qualifications to the School District.
 - Affirmative Action Statement
 - Exhibit A
 - Proposal Form
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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 a committee of staff and Board Members of the School District based upon information supplied by each Proposer in response to this RFQ and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of Laurel Springs 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.
- Proposed fee structure. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the attorneys, including fee related to board meeting attendance.

Any questions regarding this Request for Qualifications should be directed to Erin Kearney, Business Administrator of the Laurel Springs Board of Education.

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

**Laurel Springs Board of Education
Mrs. Erin Kearney
623 Grand Avenue
Laurel Springs, New Jersey 08021**

Phone: 856-783-1086 Ext. 114

All submissions must be received at the School District's Administrative Office by 2:00pm, August 9, 2021.

AFFIRMATIVE ACTION STATEMENT – LEGAL SERVICE

The following questions must be answered by all prospective firms:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes _____ No _____

- a) If yes, please submit a copy of such approval

2. Do you have a State Certificate of Employee Information Report approval?

Yes _____ No _____

- a) If yes, please submit a copy of such approval

3. If the firm cannot present #1 or #2, the firm is required to submit a completed Employees Information Report (Form AA302) at the time of the award only.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

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

GOODS, PROFESSIONAL SERVICES AND GENERAL 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, affectional or sexual orientation and gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 non-discrimination 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

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 any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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 to 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 lay-off 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 and its subcontractors 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 AA-302

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.

Signature of Proposer

Proposal Form

To Provide Services of Alternate School Board Attorney

The undersigned agrees to provide attorney services for the Laurel Springs Board of Education in accordance with the Request for Proposal – Alternate Attorney Services and any amendments or clarifications and accepts the terms therefore as a binding contractual obligation if the following proposal is accepted.

Hourly Fee \$ _____

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature _____

Printed Name and Title _____

PUBLIC SCHOOL CLIENT RECOMMENDATION LIST

1. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

2. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

3. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

4. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____

5. School District: _____

Grade Organization: _____

Contact Name and Title: _____

Telephone Number: _____