

**WENONAH ELEMENTARY 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 Wenonah Board of Education located at 200 N. Clinton Avenue, Wenonah, New Jersey 08090 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2010 to June 30, 2011.

**Board of Education Solicitor**

**Board of Education School Physician**

**Board of Education Auditor**

**Board of Education Architect**

Requests for Qualifications are on file at the Business/Board Secretary office at 200 N. Clinton Avenue, Wenonah, New Jersey 08090.

All RFQ's must be received by the Board Secretary no later than 4:00pm on April 23, 2010 at the Board of Education office. All questions concerning this notice should be addressed to the Board Secretary, Gar Keepers, at 856-468-6000.

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 Wenonah.
  - 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.

## **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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## **BOARD OF EDUCATION SCHOOL PHYSICIAN**

### **Scope of Services**

1. Is available to the school district's nursing staff during the school year as a medical consultant.
2. Performs drug and alcohol evaluations and testing of students/employees when requested. Cost to be covered by the Board of Education.
3. Mantoux testing for students or employees will be provided at a cost to the student/employee.
4. At cost to the Wenonah Board of Education, a Hepatitis-B shot will be given to new employees.
5. New employees who do not have a primary care physician can have their new employee health testing done by the school physician, at a cost to be paid by the employee.
6. Consult on the development of Board policies and procedures related to health, safety and emergency medical procedures as requested.
7. Establish standards for care in emergency situations.
8. Review reports and orders by private physicians.
9. Authorize tuberculosis testing.
10. Review and approve DO NOT RESUSCITATE (DNR) orders and instructions to school staff.
11. Shall perform other such duties and responsibilities as requested by the Board of Education N.J.A.C. 6A:16-2.1 (Approved May 7, 2001).

### **Minimum Qualifications**

Must be licensed New Jersey Physician eligible to serve as School Physician.

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## **AUDITOR**

### **Scope of Services:**

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Wenonah 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 Wenonah Board of Education should be addressed.

### **Minimum Requirements**

1. The firm must employ a minimum of three (3) 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 three (3) 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.
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## **ARCHITECTURAL FIRM**

### **Scope of Services**

The Board of Education desires to appoint a firm to provide consulting architectural services to the Board. Applicants should demonstrate knowledge and experience with respect to all aspects of engineering services required by a School Board. Any experience or knowledge of matter 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 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 ten (10) years of school board experience.
  8. Must list past and present school boards served as consulting engineer.
  9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.
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## **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.

## **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 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 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.

Any questions regarding this Request for Qualifications should be directed to Gar Keepers, School Business Administrator/Board Secretary of the Wenonah School District.

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

**Wenonah Board of Education  
Mr. Gar Keepers, Board Secretary  
200 N. Clinton Avenue  
Wenonah, New Jersey 08090**

Phone: 856-468 6000

All submissions must be received at the School District's Administrative Office by 4:00pm, April 23, 2010 at which time they will be publicly opened.

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