

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 White Horse Avenue
Clementon, New Jersey 08021**

**REQUESTS FOR PROPOSALS
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 Camden County Educational Services Commission (the "Commission"), located at 225 White Horse Avenue, Clementon, New Jersey 08021 is seeking RFP's for professional services to be provided to the Commission as listed below for the period July 1, 2011 to June 30, 2012.

- ◆ School Counselor
- ◆ Educational Interpreter
- ◆ Learning Disabilities Consultant
- ◆ School Psychologist
- ◆ Speech Language Specialist
- ◆ Occupational Therapist
- ◆ Physical Therapist

Requests for Proposals are on file at the Board Secretary/Business Administrator's office at 225 White Horse Avenue, Clementon, New Jersey 08021 and may also be downloaded from the Board of Education's website at camdenesc.org.

All RFP's must be received by the Commission Board Secretary/Business Administrator no later than 10:30 AM on Friday, May 6, 2011 at the Board of Education office located at 225 White Horse Avenue, Clementon, New Jersey 08021. All questions concerning this notice should be addressed to Noreen Boston, Business Administrator/Board Secretary at 856-784-2100.

MINIMUM REQUIRED INFORMATION/DOCUMENTATION

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

1. The firm shall have one (1) or more licensed professional on staff whose major focus and work has been and remains providing the following services: School Counseling, Educational Interpreting, Learning Disabilities Consulting, School Psychologist, Speech Language Specialist, Occupational Therapist, Physical Therapist. 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 Commission 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 Commission.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. 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 proposer shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Board.
3. New Jersey Business Registration Certificate
4. Responders must comply with Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 (See Exhibit A).
5. A Business Entity Disclosure Certification (BED-C) and Political Contribution Disclosure Statement Required – Pay to Play

Scope of Services:

The professional shall have the responsibility of providing services for the 2011-2012 school year that may include direct services, consultation and evaluation services as determined by the Commission's needs.

1. Required paperwork included but not limited to monthly log and billing statement.
2. Hours to be determined by Commission or individual IEP for each student
3. Direct services and non-contact chargeable client treatment (e.g. parent education, teacher consultant, attendance at IEP meeting and other related duties).

Minimum Qualifications:

School Counselor

The school counselor endorsement authorizes the holder to perform school counseling services such as study and assessment of individual pupils with respect to their status, abilities, interest and needs; counseling with administrators, teachers, student, and parents regarding personal, social, education, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families. The certificate holder is authorized to perform these duties in grades preschool through 12.

The minimum qualification is the standard certificate School Counselor (endorsement code 2702).

Educational Interpreter

The Educational Interpreter endorsement is required for individuals who provide educational interpreting services, sign language interpreting, oral interpreting or cued speech transliteration to students who are deaf, hard of hearing or deaf-blind in grades preschool through 12.

The minimum qualifications became effective September 1, 2005 for the issuance of the standard certificate for Educational Interpreter (endorsement code 3463).

Learning Disabilities Teacher/Consultant

This endorsement authorizes the holder to serve as a learning disabilities teacher/consultant in schools in grades preschool through grade 12.

The minimum qualification is the standard certificate Learning Disabilities Teacher/Consultant (endorsement code 3300).

School Psychologist

The school psychologist endorsement authorizes the holder to serve as a psychologist in grades preschool through grade 12.

The minimum qualification is the standard certificate School Psychologist (endorsement code 3100).

Occupational Therapist

The school occupational therapist endorsement is required for services as an occupational therapist in grades preschool through grade 12.

The minimum qualification is the standard certificate School Occupational Therapist (endorsement code 2910).

Physical Therapist

The school physical therapist endorsement is required for services as a physical therapist in grades preschool through grade 12.

The minimum qualification is the standard certificate School Physical Therapist (endorsement code 2920).

EVALUATION OF PROPOSALS

The Camden County Educational Services Commission intends to award professional services contracts 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 based upon information supplied by each Responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Experience of the Professional 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 are set by the Commission with the exception of Physical Therapist and Occupational Therapist. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the Therapist hourly rate.

SUBMISSION

Proposing professionals/firms shall provide evidence that the minimum qualifications are met. Occupational Therapist and Physical Therapist Proposal should also include cost details including hourly rates of the individuals who perform services.

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

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 White Horse Avenue
Clementon, New Jersey 08021**

All Submissions must be received at the Camden County Educational Services Commission's Business Office by **10:30 A.M. on Friday, May 6, 2011** at which time they will be publicly opened.

Please clearly mark the envelope with the name of the service to be provided.

Any questions regarding this Request for Proposals should be directed to Noreen Boston, School Business Administrator of the Camden County Educational Services Commission.

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE 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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 nondiscrimination 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 or 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable 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 personnel 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 applicable 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 subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**