

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

**REQUESTS FOR PROPOSALS
NOTICE OF SOLICITATION
SOLICITOR& NEGOTIATOR/AUDITOR/ARCHITECT& ENGINEER**

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.

- ◆ Solicitor & Negotiator
- ◆ Auditor
- ◆ Architect & Engineer

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. 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. 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 Commission.
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 proposer shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Board.
4. New Jersey Business Registration Certificate
5. 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).
6. A Business Entity Disclosure Certification (BED-C) and Political Contribution Disclosure Statement Required – Pay to Play
7. Sample Contract – Applicant shall provide a sample copy of the applicant’s contract. Sample contract must include all terms and conditions of this RFP. Contracts shall be in form acceptable to the Commission. Proof of insurance coverage must be provided with this proposal.
8. Must maintain a bona fide principal office in the State of New Jersey.

BOARD OF EDUCATION SOLICITOR & NEGOTIATOR

Scope of Services:

Specialized services required - The selected Solicitor & Negotiator will be expected to provide specialized professional services to the Camden County Educational Services Commission 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 Commission on the same day. The professional will also be expected to be available to provide advice to the Commission during non-business hours including the attendance at meetings.

Minimum Qualifications:

1. Solicitor's & Negotiator'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 Commission. 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 Commission shall be well versed in all aspects of educational services Commission's operations.

BOARD OF EDUCATION AUDITOR

Scope of Services:

Specialized services required - The Camden County Educational Services Commission desires to appoint a firm of certified public accountants to act as board auditors for the Commission. Applicant should demonstrate knowledge of educational services commissions auditing laws and regulations and experience in providing advice to educational services commissions on records compliance issues. Any experience or knowledge of matters that directly affect the Camden County Educational Services Commission 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 part and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Commission.

BOARD OF EDUCATION ARCHITECTURAL & ENGINEERING FIRM

Scope of Services:

The Camden County Educational Services Commission desires to appoint a firm to provide architectural and engineering services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural services required by a commission. Any experience or knowledge of matters that directly affect the Camden County Educational Services Commission should be addressed.

Minimum Qualifications:

1. Must be certified to provide architect 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 Commission.
5. Must maintain a principal office location in close proximity to the Camden County Educational Services Commission 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 an Architects.
9. Must provide hourly billing rates for employees possibly assigned to service the Commission.

EVALUATION OF PROPOSALS

The Camden County Educational Services Commission intends to award 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 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 Commission.
- 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.

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 firm.

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: **Solicitor & Negotiator, Auditor, Architect & Engineer.**

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.**