

MULLICA TOWNSHIP SCHOOL DISTRICT

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Mr. Andrew Weber
Superintendent

Ms. Karen Gfroehrer
Business Administrator

Mrs. Donna Leshner
Supervisor of Curriculum & Instruction



Mrs. Tracey Domena
Supervisor of Special Education

Mr. Matthew Mazzoni
Principal

Mr. Thomas McLaughlin
Vice-Principal

Property, Casualty, and Workman's Compensation Insurance Consultant

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 proposer and firm.

Evaluation of Proposals

The Mullica Township 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 RFP and the following criteria:

1. The professional will be expected to be available to provide advice to the Board of Education during non-business hours.
2. Ability to meet all minimum qualifications.
3. Overall knowledge and familiarity with the operations of the School District.
4. Experience of the firm in providing similar services to other public bodies, with special emphasis on experience with New Jersey Public School Districts.
5. Qualifications and experience of the professional.
6. Qualifications and experience of at least two (2) other members of the professional's firm.
7. The proposal must list all New Jersey Public Schools Districts that they are currently representing in a consultant capacity.
8. The firm must currently act as an insurance consultant for at least three (3) public boards of education in the State of New Jersey.
9. The professional will be responsible for facilitating staff safety meetings on a once per month basis.

Any questions regarding this Request for Proposals should be directed to **Karen Gfroehrer, Business Administrator/Board Secretary of the Mullica Township Board of Education.**

All submissions must be received at the **School District's Administrative Office by March 15, 2017 by 3:00 p.m. at** which time they will be publicly opened.