

MULLICA TOWNSHIP PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION  
NOTICE OF SOLICITATION  
REQUEST FOR PROPOSAL

RFP 17-18-01

**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 Mullica Township Public School District, 500 Elwood Road, Elwood, NJ 08217 is seeking RFP's for professional services to be provided to the Board of Education as listed below for the period **July 1, 2017 to June 30, 2018**.

**Auditor**

The Request for Proposal is on file at the District Office at Elwood Road, Elwood, NJ 08217 and may also be downloaded from the Board of Education's website [www.mullica.k12.nj.us](http://www.mullica.k12.nj.us). All proposals submitted to the Board must be submitted pursuant to the Request for Proposal distributed by the Mullica Township Board of Education and in the format required therein and as set forth hereafter.

**SCHOOL DISTRICT AUDITOR SERVICES**

The Mullica Township School District is comprised of two schools, grades Pre-K –8. The Mullica Township Elementary School and the Mullica Township Middle School currently serve approximately **760 students**. The district has multiple special education programs.

**Submission**

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

Ms. Karen Gfroehrer  
Business Administrator / Board Secretary  
Mullica Township Public School District  
500 Elwood Road  
P.O. Box 318  
Elwood, New Jersey 08217

The envelope shall be marked with the words "PROPOSAL FOR PROFESSIONAL SERVICES FOR THE MULLICA TOWNSHIP BOARD OF EDUCATION (for Auditor)"

All Submissions must be received at the School District's Business Office by **Wednesday, March 15, 2017**, no later than 10:00 a.m.

All responses shall be opened and announced publicly immediately thereafter by the School Business Administrator/Board Secretary.

The Mullica Township Board of Education reserves the right to award separate contracts to firms, which specialize in particular areas of the aforementioned scope of services.

The Mullica Township Board of Education shall award a contract to the firm that best meets the needs and interests of the Board and the school district.

The Mullica Township Board of Education reserves the right to negotiate the terms and conditions of a contract with the successful firm or individual to obtain the most cost effective services for the school district.

Appointments will be awarded at the **April 2017** meeting of the Mullica Township Board of Education.

The appointment shall be for the duration of one year, beginning **July 1, 2017**, and subject to the execution of an appropriate contract.

Any questions regarding this Request for Proposals should be directed to Karen Gfroehrer, Business Administrator/Board Secretary of the Mullica Township Public School District, 609-561-3868 x124.

## **Request for Proposal for Professional Services**

### **Purpose**

The following procedures are designed to provide for a fair and open process in awarding contracts for professional services based on qualifications, merit and cost effectiveness through accessible advertising.

### **MINIMUM REQUIREMENTS TO BE INCLUDED WITH PROPOSALS:**

The applicant/proposer shall, in response to the Board's RFP, at a minimum, include the following information:

- A. Qualification requirements to compete for the needed service or activity as set forth in the Scope of Services defined in the Board's RFP. Qualifications, at a minimum, shall include requirements defined as follows:
  1. Full name and business address.
  2. Dates of licensure in the State of New Jersey, and any other state, as to the professional discipline requested to serve the needs of the Board of Education. *Must be licensed in the State of New Jersey for a period of not less than ten (10) years preceding the proposed appointment.*
  3. Must list past and present school districts or government authorities audited and in what capacity.
  4. Must maintain a bona fide principal office in the State of New Jersey.
  5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Board of Education. A description of each individual's qualifications, including education, licensure and years of professional experience.
  6. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.
  7. A listing of all previous Board's of Education entities served by the applicant/proposer licensed professional and a representative reference listing to include contact name, address and phone number.
  8. The hourly rate of individuals who will perform the services or activities. The Board of Education shall not reimburse tolls and mileage charges and these reimbursements shall be included in the proposed hourly rate.
  9. **Insurance** - The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Board.

10. **Law Against Discrimination and Affirmative Action** - The applicant/proposer as a "professional" shall file a statement as to compliance with NJSA 10:5-1 et. seq. (Law Against Discrimination) and P.L. 1975, C.127 (Affirmative Action).
11. **Sample Contract** – Applicant shall provide a sample copy of the applicant’s contract. Sample contract must include all terms and conditions of this RFP. Contract shall be in a form acceptable to the Board of Education. Proof of insurance coverage must be provided with the proposal.
12. **New Jersey Business Registration Requirement** – In accordance with P.L. 2004 c.57, bidder should provide with their proposal a Business Registration Certificate issued by the State of New Jersey. Please note that having provided this form to the Medford Lakes Board of Education previously does NOT exempt you from providing this form with this proposal.
13. **Disclosure of Contributions** – Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.27, if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

Information beyond the minimum requirements may also be submitted.

## **Purpose**

The Board’s purpose of interviewing auditors is to determine the various auditing services available and what specific firms would provide these services to the district. These interviews do not reflect in any way on the quality of the services the district has been receiving.

## **SCOPE OF SERVICES: AUDITOR**

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

### **Minimum Qualifications:**

1. The firm must employ a minimum of five (5) 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 describe any special services available to school board clients.
5. Names of Principal Partners (attach resume for each person).

6. Identify the person(s) 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(s) along with their resume.
7. Describe Applicant's ability to provide services in a timely fashion including a description of Applicant's staffing.
8. Must provide a summary of your rates and how they are determined.
9. Copy of the Applicant's most recent peer review report.
10. Provide the address where the district records will be filed.

**Additional Information Requested:**

11. Would you be able to complete your audit preparatory work in the district by the end of August each year? Yes \_\_\_\_\_ No \_\_\_\_\_

12. Why is your firm interested in doing the audit work for the Mullica Township Public School District?

\_\_\_\_\_

13. How do you approach an audit? What are your primary and secondary concerns?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Would you be available to visit the district to do preliminary work other than at audit time? Do you recommend such a procedure?

\_\_\_\_\_  
\_\_\_\_\_

16. What other types of service are available to the district; such as advise to our Data Processing, keeping the district aware of the various laws and other advice to avoid problems?

Proposed Annual Fee of \$ \_\_\_\_\_ to conduct the **2016-2017** school district audit.

## **Evaluation of Proposals**

The Board of Education 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.

### **Basis for Award of Contract/Agreement for Professional Services:**

The Board shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual who will perform the service or activity and overall knowledge and familiarity with the operations of the School District.
2. Qualifications and experience of the other members of the professional's firm and experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
3. Ability to perform the service or activity in a timely fashion, including staffing and staff's familiarity of the service or activity.
4. 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 professional.
5. The annual contract cost as proposed.
6. Overall knowledge and familiarity with the operation of New Jersey Boards of Education. The right to request an interview is reserved.
7. Experience of the firm in providing similar services to other New Jersey Boards of Education.
8. This award will include, but not be limited to, all of the above listed requirements.

### **Submission of Proposals:**

Applicants/proposers shall provide evidence that the minimum qualifications are met. Proposals should also include cost details including hourly rates and/or retainer of the individuals who perform services and a list delineating the numbers and types of public clients represented by the firm.

# **AFFIRMATIVE ACTION SUPPLEMENT**

## **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**.

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Firm Name

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Authorized Signature

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Date

**To be completed and signed below.**

**TO BE RETURNED**

**PROCUREMENT AND SERVICE CONTRACTS LANGUAGE A**  
**AFFIRMATIVE ACTION QUESTIONNAIRE**

**Date:** \_\_\_\_\_

In the event that you or your firm is awarded this contract, our office, upon award, will send the necessary additional forms. These should be submitted within seven (7) working days of notification. (Bidders are required to comply with the requirement of P.L. 1975, C. 127 (N.J.A.C. 17:27) This form is to be completed and returned with the bid. However, the Board will accept, in lieu of this questionnaire, Affirmative Action Evidence stapled to this page.

- 1. Does this contract have or have the potential of having a dollar value of \$29,000 or better?  
 YES (If yes, complete #2)  
 NO (If no, no further documentation is required)

- 2. Does your company have a Federal Affirmative Action Plan Approval Letter?  
 YES (If yes, submit a photo copy)  
 NO (If no, complete "A" below)

- A. Does your company have a Certificate of Employee Information Report?  
 YES (If yes, submit a photo copy)  
 NO (If no, complete "B" below)

- B. If you do not have either of the above-mentioned documents, an Affirmative Action Employee Information Report Form (AA-302) will be returned to you for your completion.

3. Each contract over \$29,000 must also contain Language "A".

- 4. Are you a minority-owned business?  
 YES  NO

*All successful vendors must submit one of the following forms of evidence:*

- 1. Letter of Federal Approval OR 2. Certificate of Employee Information Report

I certify that the above information is correct to the best of my knowledge.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Contractor: Please complete and sign this form and return it with your contract or Bid Proposal

>>>>>>>AN EQUAL OPPORTUNITY EMPLOYER<<<<<<<<

Special Note: This questionnaire must be completed, signed & returned with your bid.



**To be completed and signed below.**

**TO BE RETURNED**

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY)

COUNTY OF \_\_\_\_\_ )

:SS:

I, \_\_\_\_\_ of the City of \_\_\_\_\_

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_  
of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_,

of the firm of \_\_\_\_\_ and  
the bidder making the Proposal for the above named contract, and that I executed the said  
Proposal with full authority to do so; that said bidder has not, directly or indirectly, entered into  
any agreement, participated in any collusion, or otherwise taken any action in restraint of free,  
competitive bidding in connection with the above named bid, and that all statements contained  
in said Proposal and in this affidavit are true and correct, and made with full knowledge that the  
Board of Education of the City of Medford Lakes relies upon the truth of the statements  
contained in said Proposal and in the statements contained in this affidavit in awarding the  
contract for the said bid.

I further warrant that no person or selling agency has been employed or retained to  
solicit or secure such contract upon an agreement or understanding for a commission,  
percentage, brokerage or contingent fee, except bona fide employees of  
\_\_\_\_\_, bona fide established commercial or selling agencies maintained  
by \_\_\_\_\_.

\_\_\_\_\_  
(Print Name of Contractor/Vendor)

Subscribed and sworn to: \_\_\_\_\_  
**(SIGNATURE OF CONTRACTOR/VENDOR)**

before me this \_\_\_\_\_ day of \_\_\_\_\_,  
Month Year

\_\_\_\_\_  
Print Name of Notary Public

\_\_\_\_\_

**NOTARY PUBLIC SIGNATURE**

My commission expires \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

—Seal—

**TO BE RETURNED**

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Submission**

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- Partnership                       Corporation                       Sole Proprietorship  
 Limited Partnership               Limited Liability Corporation       Limited Liability Partnership  
 Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_

(Notary Public)

My Commission expires:

\_\_\_\_\_

(Affiant)

\_\_\_\_\_

(Print name & title of affiant)

(Corporate Seal)

**To be completed and signed below.**

**TO BE RETURNED**

**Contractor/Vendor Questionnaire/Certification**

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_ PO  
Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Emergency Phone Number (\_\_\_\_) \_\_\_\_\_

FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Years in Business \_\_\_\_\_ Number of  
Employees \_\_\_\_\_

**REFERENCES – WORK PREVIOUSLY DONE FOR SCHOOL SYSTEMS**

NAME OF DISTRICT	CONTACT PERSON	TELEPHONE	TYPE OF WORK
1.			
2.			
3.			

**Certification**

I declare and certify that no member of the Medford Lakes Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, or officer of the Board, has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the President of the firm or company.

\_\_\_\_\_  
President or Authorized Agent

\_\_\_\_\_  
**Signature**

## COMMENT FORM

This form is for use in offering voluntary alternates, or other comments intended to afford the Board information or opportunities to improve the quality of the project, without invalidating the bid proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the Bidder does not like. The bid provided must be based upon the plans and specs, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the Bidder wishes to raise objection, this must be done at the pre-bid meeting, or in writing to the architect through the question process outlined in the Instructions to Bidders. Such inquiries will have response issued by addendum only, and the resulting decision circulated to all bidders of record. Inquiries raised too close to the bid date will not be able to be answered.

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Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_

## **BUSINESS REGISTRATION OF PUBLIC CONTRACTORS**

Pursuant to P.L. 2004, c.57, effective September 1, 2004, all business organizations and individuals that do business with a State of New Jersey local contracting agency are required to be registered with the State and to provide proof of that registration to the contracting agency. Said proof would be in the form of a copy of the organization's or individual's "Business Registration Certificate". Vendors that do not register and obtain a Business Registration Certificate cannot receive a contract in excess of 15% of the agency's bid threshold.

The State Division of Revenue issues Business Registration Certificates. There is no cost to file and filing may be done online. Information on how a business may obtain a certificate can be found on the Internet at [www.nj.gov/treasury/revenue/pdforms/regc.pdf](http://www.nj.gov/treasury/revenue/pdforms/regc.pdf) or by telephone at (609) 292-1730.

**Please include proof of registration in your bid package.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

## Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Atlantic**

State: Governor, and Legislative Leadership Committees

Legislative District #: 1, 2, & 9

State Senator and two members of the General Assembly per district.

County:

Freeholders County Clerk Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

Absecon City	Estell Manor City	Mullica Township
Atlantic City	Folsom Borough	Northfield City
Brigantine City	Galloway Township	Pleasantville City
Buena Borough	Hamilton Township	Port Republic City
Buena Vista Township	Hammonton Town	Somers Point City
Corbin City	Linwood City	Ventnor City
Egg Harbor City	Longport Borough	Weymouth Township
Egg Harbor Township	Margate City	

Boards of Education (Members of the Board):

Absecon City	Folsom Borough	Mainland Regional
Atlantic City	Galloway Township	Mullica Township
Buena Regional	Greater Egg Harbor Regional	Northfield City
Egg Harbor City	Hamilton Township	Pleasantville City
Egg Harbor Township	Hammonton Town	Somers Point City
Estell Manor City	Longport	Weymouth Township

Fire Districts (Board of Fire Commissioners):

Buena Borough Fire District No. 1  
Buena Borough Fire District No. 2  
Buena Vista Township Fire District No. 1  
Buena Vista Township Fire District No. 2  
Buena Vista Township Fire District No. 3  
Buena Vista Township Fire District No. 4  
Buena Vista Township Fire District No. 5