

**CLEMENTON BOARD OF EDUCATION
NOTICE OF SOLICITATION
REQUESTS FOR PROPOSALS**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, otherwise known as New Jersey Pay to Play, and Chapter 271 of the laws of the State of New Jersey, the Clementon Board of Education located at 4 Audubon Avenue, Clementon, NJ 08021 is seeking Requests for Proposals (RFPs) for professional services as listed below to be provided to the Board of Education for the 2021-2022 school year, for the period July 1, 2021 through June 30, 2022.

Requests for Proposals are available on the school district website at <http://www.clementon.k12.nj.us/>

The Professional Service:

A. School Physician

Requests for Proposals must be submitted electronically to Donna L. Phillips at: phillipsd@clementon.k12.nj.us no later than **AUGUST 24, 2021 by 4:00 p.m.** Only electronic submittals will be accepted for consideration by the Board of Education.

Copies of electronic submittals will be made available to the public upon request. All requirements for proposals are listed in the RFP documents.

**CLEMENTON SCHOOL DISTRICT
REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES**

PROPOSAL REQUIREMENTS

Each submission to be considered shall conform to the criteria set forth herein. Written evidence of compliance must be furnished via scanned proposal submissions via electronic mail to phillipsd@clementon.k12.nj.us

- 1) The applicant must be a current licensed professional in the State of New Jersey for a period of at least five (5) years.
- 2) The applicant must submit a "Certificate of Good Standing" or other similar document evidencing that the professional's license is not presently suspended or revoked.
- 3) The applicant shall submit a resume (CV), which shall set forth herein information including, but not limited to, the following:
 - a) Full name and business address, phone number, fax number, and email address
 - b) A listing of all post-secondary education for the applicant principals of the business entity. Dates of licensure in the State of New Jersey and any other state are to be included. For service providers, credentials will be required for all personnel prior to performing services in an awarded contract.)
 - c) A listing of any professional affiliations or memberships in any professional organization or society, with an indication as to any and all offices held.
 - d) The number of licensed professionals employed by or affiliated with the business entity, or by the business entity which employs the applicant.
 - e) A listing of all special accreditations held by the individual licensed professional of business entity.
 - f) A description on your ability to provide timely services including your staffing and other resources employed to fulfill the needs of this district.
 - g) A listing of all previous and current public New Jersey school boards served by the business entity or licensed professional, indicating the dates of services and positions held.
 - i) Documented evidence of meeting the minimum requirements listed for the specific professional service as detailed in the request for qualifications. See Scope of Services and Minimum Requirements that follows.

All submissions will be available to the public and will be kept on file in the Board office. The Board reserves the right to reject any proposal not in compliance with the above criteria or any other requirements as established.

**CLEMENTON SCHOOL DISTRICT
REQUEST FOR PROPOSALS
A. SCHOOL PHYSICIAN RFP# 5-20-D**

Scope of Services:

1. Direct and supervise the conduct of physical examinations or health screenings of students and staff and oversees the delivery of school health services.
2. Consults with parents of children with identified illness, physical impairments or other health related conditions and makes recommendations for follow-up medical evaluation and/or treatment.
3. Provides consultation and assistance in the development of district policies and procedures related to health, safety and emergency medical procedures, in accordance with N.J.A.C. 6A:16.
4. Plans and administers a communicable disease control program and reports incidents of disease as required by law.
5. Ensures that all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality.
6. Participates in case conferences with the Child Study team, student support services and guidance department, as requested.
7. Examines students to determine medical eligibility to participate in interscholastic sports; reviews report from other licensed physicians regarding student eligibility.
8. Responds to emergency medical calls related to injuries, illness or suspected substance abuse.
9. Review, approval or detail of reasons for denial of a student's physician's determination of anticipated confinement and resulting need for home instruction.
10. Provide consultation to the district board of education, school district administrators and staff as needed.
11. To attend district football team games when appropriate and scheduled by the district administration.
12. Provide guidance and consultation when requested and as necessary to the school district in matters involving health issues to our students and staff.

Minimum Qualifications:

1. Valid Medical Certificate, with current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners.
2. Broad knowledge of child health and development and understanding of laws and code governing school health programs.
3. Experience in the delivery of medical services as determined by the board.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

All submissions must be received at the School District's Business Office by

Please submit by electronic mail to: phillipsd@clementon.k12.nj.us.

All electronic submissions must be received no later than **AUGUST 24, 2021**
by 4:00 p.m. Please include in the subject line: **RFP #5-20-A.**

RFP DOCUMENT CHECKLIST

Required By OWNER	Read, Signed & Submitted
<input type="checkbox"/> Stockholder Disclosure Certification	<input type="checkbox"/>
<input type="checkbox"/> Non-Collusion Affidavit	<input type="checkbox"/>
<input type="checkbox"/> Business Registration Certificate	<input type="checkbox"/>
<input type="checkbox"/> Mandatory Affirmative Action Language	<input type="checkbox"/>
<input type="checkbox"/> Americans with Disabilities Act of 1990 Language	<input type="checkbox"/>
<input type="checkbox"/> Political Contribution Disclosure	<input type="checkbox"/>
<input type="checkbox"/> Iran Disclosure	<input type="checkbox"/>

This form is asked to be submitted with each Request for Proposal along with all the required documentation listed above. It is provided for bidder's use in assuring compliance with all required documentation.

STOCKHOLDER DISCLOSURE CERTIFICATION

_____ 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.

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

_____ Partnership _____ Corporation _____ Sole Proprietorship

PLEASE CHECK APPROPRIATE INFORMATION AND SIGN BELOW

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

THIS STATEMENT MUST BE INCLUDED WITH BID SUBMISSION.

Subscribed and sworn before me
This ___ day of _____, 2021

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

SS:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full
age, being duly sworn according to law on my oath deposes and says that:

I am _____ of the firm of _____
(title or position) (name of firm)
_____ the bidder making this Proposal for the bid proposal
entitled _____, and that I executed the said proposal
with full authority
(title of bid proposal)

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 project; and that all statements
contained in said proposal and in this affidavit are true and correct, and made with full
knowledge that the _____ relies upon the truth of the
statements

(name of contracting unit)
contained in said Proposal and in the statements contained in this affidavit in awarding
the contract for the said project.

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 or bona fide
established commercial or selling agencies maintained by
_____.

Subscribed and sworn to

Before me this day
_____ 2021

(type or print name of affiant under signature)

Notary public of

My Commission expires _____

REQUIRED EVIDENCE
AFFIRMATIVE ACTION REGULATIONS
P.O. 1975, C. 127 (N.J.A.C. 17:27)

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of P.L. 1975, C. 127, (N.J.A.C. 17:27). Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of the letter).
OR
2. A photocopy of approved Certificate of Employee Information Report.
OR
3. An Affirmative Action Employee Information Report (Form AA302).
OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE
AFFIRMATIVE ACTION REGULATIONS OF P.L.1975, C.127.

The following questions must be answered by all bidders:

1. Do you have a federally approved or sanctioned Affirmative Action Program?
YES _____ NO ____
If yes, please submit a copy of such approval.
2. Do you have a Certificate of Employee Information Report Approval?
YES _____ NO ____
If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of P.L.1975, c.127 and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____ SIGNATURE: _____

TITLE: _____

Note: A contractor's bid must be rejected as non-responsive if a contractor fails to comply with requirements of P.L.1975, c.127, within the time frame.

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

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, affect ional or sexual orientation, general identity or expression, disability, nationality or sex. Except with respect to affect ional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, gender identity or expression, disability, nationality, or sex. Such equal employment opportunity shall include, but not 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, affect ional or sexual orientation, general 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 worker's 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 the regulations promulgated by the Treasurer pursuant to **N.J.S.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 afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. **17:27-5.2** or Good faith efforts to meet targeted 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, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, general 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 targeted 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, race, creed, color, national origin, ancestry, marital status, affect ional or sexual orientation, general 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 ward 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 Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans with Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind of nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damage against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceedings is brought against the OWNER or any of its agents, servants, and employees, the OWNER shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the OWNER or its representatives.

It is expressly agreed and understood that any approval by the OWNER of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the OWNER pursuant to this paragraph.

It is further agreed and understood that the OWNER assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the OWNER from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

POLITICAL CONTRIBUTION DISCLOSURE

Chapter 271 of the Laws of New Jersey 2005 requires certain disclosures from all businesses and persons receiving contracts outside the formal open bidding process when the amount of the contract is over \$17,500.00. The vendor of such non-bid contracts must submit a "Political Contribution Disclosure" stating:

- 1) All political contributions of \$300.00 or more
- 2) All political contributions made during the 12 months preceding the award of the contract
 - a) to any state, county, or municipal committee of a political party, or
 - b) to any legislative leadership committee, or
 - c) to any continuing political committee (PAC), or
 - d) to any committee of a candidate or holder an elective office of
the Clementon Public School District
or the City of Clementon
or the County of Camden
or the New Jersey Legislature, Senate and Assembly from the City of
Clementon

The Disclosure applies to contributions made by:

- i) an individual who is the vendor and/or his/her spouse
- ii) all principals, partners, officers and directors of a business entity and/or their spouses;
- iii) any subsidiaries controlled, directly or indirectly, by the business entity; and
- iv) IRS Code Section 527 New Jersey based organizations controlled, directly or indirectly, by the business entity and filing as continuing political committees (PACs)

The attached DISCLOSURE OF POLICITCAL CONTRIBUTIONS form must be signed and returned as part of the proposal, along with a completed C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM for the entity submitting the proposal.

POLITICAL CONTRIBUTION DISCLOSURE

The undersigned, being authorized and knowledgeable of the circumstances, hereby certifies, as required by Chapter 271 of the Laws of New Jersey 2005 that:

_____ I and/or my spouse (or the business entity's principals, partners, officers, directors and/or their spouses) have not made any contribution of \$300.00 or more during the preceding 12 month period to any political party committee, legislative leadership committee, PAC or to any candidate committee representing any of the elected official of the Clementon Public School District, the City of Clementon, the County of Camden , or the Senate and Assembly from the City of Clementon.

_____ I and/or my spouse (or the business entity's principals, partners, officers, directors and/or their spouses) **have made** the political contributions noted on the attached C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM.

The business entity is the following type:

- _____ Partnership
- _____ Corporation
- _____ Limited Partnership
- _____ Sole Proprietorship
- _____ Limited Liability Partnership
- _____ Limited Liability Corporation

ATTESTATION: I am aware that if I have misrepresented this certification in whole or part, I and/or the business entity will be liable for any penalty imposed under law.

Name of Business Entity: _____

Signed: _____

Printed Name: _____

Title: _____

Date: _____

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number:

Bidder/Offeror:

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name	Relationship to Bidder/Offeror	Delete
Description of Activities		
Duration of Engagement	Anticipated Cessation Date	
Bidder/Offeror Contact Name	Contact Phone Number	

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Do Not Enter PIN as a Signature

Title: _____

Date: _____