

**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 2020-2021 school year, for the period July 1, 2020 through June 30, 2021.

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

The Professional Services are:

- A. **School Board Attorney**
- B. **School Board Auditor**
- C. **School Board Architect**
- D. **School Physician**
- E. **Insurance Consultant – Health Benefits**
- F. **Insurance Consultant - Business**
- G. **Physical Therapy Services**
- H. **Occupational Therapy Services**
- I. **Speech and Language Services**
- J. **Nursing Services**
- K. **Comprehensive In- District Clinical Programs**
- L. **Educational Professionals Substitute Staffing Service**
- M. **Educational ParaProfessional and Behavioral Support Staffing Services**
- N. **Technology Consulting Services**

Requests for Proposals **must be submitted electronically** to Valerie Carmody at: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us) no later than **MAY 14, 2020 by 4:00 p.m.**

Only electronic submittals will be accepted for consideration by the Board of Education.

Respondents may send additional copy of the electronic submittals to: Attention Valerie Carmody, Clementon Board of Education, 4 Audubon Avenue, Clementon, New Jersey 08021.

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

(see documentation required on pages 27-37)

**CLEMENTON SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES**

**PROPOSAL REQUIREMENTS FOR ALL RESPONDENTS**

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 [carmodyv@clementon.k12.nj.us](mailto:carmodyv@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.

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## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### A. SCHOOL BOARD ATTORNEY RFP# 5-20-A

##### **Scope of Services:**

Specialized services required- The selected professional (solicitor) will be expected to provide specialized professional services to the Board of Education 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 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 Board of Education on the same day. The professional will also be expected to be available to provide advice to the Board of Education during non-business hours including the attendance at meetings when required.

##### **Minimum Qualifications:**

1. Solicitor's firm shall have three or more licensed professionals on staff whose major focus of work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least (10) years experience in representing public entities.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. 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 School District shall be well versed in all aspects of the School District's operations.

Please submit by electronic mail to: [carodyv@clementon.k12.nj.us](mailto:carodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-A Attorney.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### **B. SCHOOL BOARD AUDITOR RFP# 5-20-B**

##### **Scope of Services:**

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

##### **Minimum Requirements:**

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 past and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-B Auditor.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### C. SCHOOL BOARD ARCHITECT RFP# 5-20-C

##### **Scope of Services:**

The Board of Education desires to appoint a firm to provide architectural services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of architectural services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

##### **Minimum Qualifications**

1. Must be certified to provide architectural services in the State of New Jersey.
2. Must have minimum of ten (10) years experience in providing architectural 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 Board of Education.
5. Must maintain a principal office location in close proximity to the Board of Education 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 architect.
9. Must provide hourly billing rates for employees possibly assigned to service the Board.
10. Must be experienced in developing long range facilities plans, emergent project requests and NJDOE facilities project applications for school boards.
11. Must be experienced in dealing with NJSDA and NJDOE facilities.
12. Must have school construction management experience.
13. Must list work history in school boards with types of projects completed / not completed.
14. Must list references for school boards, NJSDA and NJDOE.
15. Must list any specific experience that your firm holds.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-C Architect.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### **D. 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:**

Valid Medical Certificate, with current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners. Broad knowledge of child health and development and understanding of laws and code governing school health programs. Experience in the delivery of medical services as determined by the Board. Strong interpersonal and communication skills. 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: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m.  
Please include in the subject line: RFP #5-20-D School Physician.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### **E. INSURANCE CONSULTANT- HEALTH BENEFITS RFP# 5-20-E**

##### Minimum Requirements

1. The Employee Benefits Consultant must be licensed as an Agent\Broker in the State of New Jersey for a minimum of ten (10) years with a minimum of five (5) years in the placement of governmental insurance and the arranging of third-party services for self-insured health care plans to encompass the administration of claims for health and prescription benefits.
2. The Employee Benefits Consultant must be licensed by the State of New Jersey for all lines of coverage's required\needed in the area of employee benefits by the Clementon School district and shall maintain such licenses for the entire term of the contract.
3. The Employee Benefits Consultant shall not have had any license or certification revoked in New Jersey or any other State.
4. The Employee Benefits Consultant must attest that it has experience providing consultation and advice to unionized, New Jersey local government employers on the following topics: Reducing health care costs, current trends related to self-insured health care plan designs and pharmaceutical benefits management such as PPO's, POS's, HMO's, HRA's, etc., guidance in procuring voluntary benefits such as flexible spending accounts, various programs for supplemental life or health care related insurance (long term disability, accidents, cancer, etc.), wellness or disease management programs, employee assistance programs, Medicare Part D/Retiree Drug Subsidy applications, Pharmacy Benefit Manager performance reviews etc. construction and review of RFP's, eye care plans, dental insurance plans, stop loss or reinsurance programs and joint insurance funds.
5. The Employee Benefits Consultant must have provided program management services as described in the RFQ to a county in the State of New Jersey for a period of a minimum of five years.
6. The Employee Benefits Consultant must have a wide range of experience in The Employee Benefits Consultant services to county and local governments.
7. The Employee Benefits Consultant must be insured.

##### Scope of Services

The Employee Benefits Consultant shall furnish the following services:

1. Assist with procuring service providers and/or insurers for all mandatory and voluntary benefits programs to encompass third party claims administer services for health care, pharmaceutical benefits management, supplemental\stop gap insurance, dental insurance, vision care discount plan, employee assistance program, flexible spending accounts, supplemental personal insurance programs, and other health welfare benefit programs upon request;
2. Annually review healthcare TPA, PBM and dental providers' performance along with recommendations for future cost containment;
3. Annually review plan designs for healthcare and prescription programs and assess how current trend should be incorporated into or rejected by the Plan Sponsor, whether services

- should be added or altered, and how to provide incentives to covered persons to more efficiently utilize available benefits;
4. Provide technical support and guidance in relation to Retiree Drug Subsidy applications and ancillary services;
  5. Provide technical support and guidance in relation to GASB 45/Other Post Employment Benefit assessments;
  6. Serve as a liaison to various mandatory and voluntary benefits vendors and intervene, where necessary, for the Clementon Schools best interests;
  7. Where necessary market, negotiate and procure necessary insurance coverage (subject to final approval by Clementon Board of Education) and give consultation on the formation of RFP documents;
  8. Supply guidance and insight on employee benefits related topics on an as needed basis to the Department of Human Resources and/or the Department of Finance.
  9. Be responsible for the review, marketing and placement and procurement of such other insurance coverage as may be requested by Clementon Board of Education, during the term of this contract, subject to the Clementon Board of Education review and approval of the premiums for the same.
  10. Secure for the Clementon Board of Education, the lowest cost coverage available that meet the needs and requirements of the Clementon Board of Education.
  11. Solicit coverage quotes from various insurers and provide copies of the same to Clementon Board of Education.
  12. Be available for consultation on an as needed basis. This shall include in-person response or telephone consultation on the same day as the request.
  13. Review the Clementon Board of Education current insurance coverage and advise the Board of Education on possible changes that may be in the Clementon Board of Education's best interest.
  14. Comply with all applicable federal state and local statutes, rules and regulations.

#### Criteria for Evaluation of Proposals

Maximum 50 points – Compliance with minimum qualifications.

Maximum of 50 points – Experience in providing Services described in scope of work.

Maximum of 50 points – Compliance with Submission of Qualifications

The Clementon Board of Education reserves the right to appoint an Employee Benefits Consultant that best meets the needs and interest of the Clementon Board of Education.

#### Submission of Qualifications

The Submission of Qualifications of those seeking to be appointed as Employee Benefits Consultant must include:

1. The name of Submitter, its principal place of business and, if different, the place where services will be provided.
2. The number of years the firm has been in business and the average number of employees over the past three years.
3. The education, qualifications, experience and training of all persons who would be assigned to provide services along with their names and titles.
4. A listing of all other engagements with other levels of government where services the types being proposed were provided in the past ten years. The Clementon Board of Education may obtain references from any of the listed recipients.



5. A description of all other areas of expertise of the Submitter with emphasis on a description of those services of interest to a Country government client.
6. Copies of all required New Jersey Department of Insurance/Certifications required in the RFP. Any revocation or suspension of license must be disclosed.
7. A complete description of the experience of the Submitter in providing broker services described in the FRQ as well as experience of any principal or staff member who would provide services to the Commission. Include requirements of Section 3, Paragraph 4.
8. A certification in the form of providing stating that the candidate has not conflicts of interest, actual or apparent that would compromise his/her independence of judgement in the performance of the designated services.
9. Proof of compliance with the New Jersey Business Registration Act through the submittal of current Business Registration Certificate. See P.L. 2004 c.57.
10. Statement of Ownership, N.J.S.A. 52:25-24.2
11. Proof of the following insurance requirements which must be maintained throughout the term if the appointment.
  - a. Commercial General Liability, including Products Completed Operations, coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) combined single limit for each occurrence/two million dollars (\$2,000,000) aggregate and
  - b. Errors and omissions insurance coverage of not less than one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate with the Insurance Commission of the County of Camden named as a certificate holder and with an attached contractual liability endorsement from the insurer stating that the errors and omissions coverage applies to the services of the Benefits Program Manager
  - c. All statutory worker's compensation and employer liability coverage required to be held by law; and

The Employee Benefits Consultant shall provide the Clementon Board of Education with a Certificate of Insurance evidencing that said insurance is and will be in effect during the term of the appointment. Each Certificate of Insurance shall contain the following information or statements.

1. Name and address of insured
2. A statement that the Clementon Board of Education is an Additional Insured under Commercial Liability
3. The number and description of each policy in force on the date of the Certification
4. The expiration date of each policy shown as well as the amount of coverage for each policy
5. The name and number if this contract as shown in the cover if this package.

During the term of the contract, it shall be the responsibility of the Employee Benefits Consultant to provide the Clementon Board of Education with additional Certificated of Insurance in compliance with the above showing the current coverage when any insurance policy for the above-listed coverage expires.

Submission of proof of the required insurance coverage in the form of a Certificate or Certificates of Insurance a condition present to the adoption of the Resolution of Appointment.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-E.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### **F. INSURANCE CONSULTANT– BUSINESS PACKAGE RFQ# 5-20-F**

##### **Scope of Services:**

Design cost-effective and responsible sales packages to meet the Clementon School Board's general liability, property insurance, student accident, professional liability, errors and omissions insurance coverage needs. The consultant should be a member of the Burlington Joint Insurance Program. The consultant should not charge additional costs to use their services above the cost of the quoted services (commissions should be included in quoted rates).

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-F.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### **G. PHYSICAL THERAPY SERVICES RFP# 5-20-G**

##### **General Criteria:**

The Clementon Board of Education desires to appoint physical therapists or agencies to provide physical therapy services to educationally disabled students. Applicants should demonstrate knowledge and proficiency in provision of physical therapy services. Any experience or knowledge of matters directly affecting the Clementon Board of Education should be addressed.

##### **Minimum Qualifications:**

1. Must be licensed to provide services by the State of New Jersey Division Health and Senior Services, and/or Department of Law and Public Safety (Licensure requirements to be determined by Clementon Board of Education) and/or must be certified as an Approved Clinic or Agency by the New Jersey Department of Education. Certified Physical Therapist Assistant(s) must be supervised by a licensed Physical Therapist.
2. Must list past and present experiences with school districts, private agencies, or governmental agencies.
3. Must provide written progress reports quarterly.
4. Must provide goals and objectives for the IEP when requested.
5. Must input service information into computer system for Medicaid, if requested.
6. Must have sufficient staff to provide services as stipulated in the contract.
7. Must use an accurate billing, including a log of students served listing dates and times of services rendered.
8. Must successfully complete criminal history review as required by the New Jersey Department of Education.
9. Must provide a current New Jersey Business Registration Certificate.
10. Must provide the organization's fee structure and/or hourly billing rate for employees possibly assigned to service the Board of Education.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-G.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### H. OCCUPATIONAL THERAPY SERVICES RFP# 5-20-H

##### **General Criteria:**

The Clementon Board of Education desires to appoint occupational therapists or agencies to provide occupational therapy services to educationally disabled students. Applicants should demonstrate knowledge and proficiency in provision of occupational therapy services. Any experience or knowledge of matters directly affecting the Clementon Board of Education should be addressed.

##### **Minimum Qualifications:**

1. Must be licensed to provide services by the State of New Jersey Division Health and Senior Services, and/or Department of Law and Public Safety (Licensure requirements to be determined by Clementon Board of Education) and/or must be certified as an Approved Clinic or Agency by the New Jersey Department of Education. Certified Occupational Therapist Assistant(s) must be supervised by a licensed Physical Therapist.
2. Must list past and present experiences with school districts, private agencies, or governmental agencies.
3. Must provide written progress reports quarterly.
4. Must provide goals and objectives for the IEP when requested.
5. Must input service information into computer system for Medicaid, if requested.
6. Must have sufficient staff to provide services as stipulated in the contract.
7. Must use an accurate billing, including a log of students served listing dates and times of services rendered.
8. Must successfully complete criminal history review as required by the New Jersey Department of Education.
9. Must provide a current New Jersey Business Registration Certificate.
10. Must provide the organization's fee structure and/or hourly billing rate for employees possibly assigned to service the Board of Education.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-H.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### **I. SPEECH AND LANGUAGE SERVICES RFP# 5-20-I**

##### **General Criteria:**

The Clementon Board of Education desires to appoint speech and language service professionals or agencies to provide speech and language services to educationally disabled students. Applicants should demonstrate knowledge and proficiency in provision of speech and language services. Any experience or knowledge of matters directly affecting the Clementon Board of Education should be addressed.

##### **Minimum Qualifications:**

1. Must be licensed to provide speech and language services by the State of New Jersey Division Health and Senior Services, and/or Department of Law and Public Safety (Licensure Requirements to be determined by Clementon Board of Education) and/or must be certified as an Approved Clinic or Agency by the New Jersey Department of Education. .
2. Must list past and present experiences with school districts, private agencies, or governmental agencies.
3. Must provide written progress reports quarterly.
4. Must provide goals and objectives for the IEP when requested.
5. Must input service information into computer system for Medicaid, if requested.
6. Must have sufficient staff to provide services as stipulated in the contract.
7. Must use an accurate billing, including a log of students served listing dates and times of services rendered.
8. Must successfully complete criminal history review as required by the New Jersey Department of Education.
9. Must provide a current New Jersey Business Registration Certificate.
10. Must provide the organization's fee structure and/or hourly billing rate for employees possibly assigned to service the Board of Education.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-I.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### J. NURSING SERVICES RFP# 5-20-J

##### MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFP's for Nursing Services 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 Board of Education 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 Board of Education of Clementon.
  - 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 Board of Education of Clementon.
3. Professional Liability Insurance: The nurse 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 physician, physicians employees, staff and agents. The insurance shall provide not less than \$1,000,000 with respect to injury or aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, NJSA 59:1-1 et. seq., which shall govern the terms and conditions of any such program. The school district shall be listed as additional insured on the policy.
4. New Jersey Business Registration Certificate
5. Responders must comply with the requirements of P.L. 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Exhibit A and attachments.)

##### SCOPE OF SERVICES

The nurse shall have the responsibility providing services for the 2020-2021 school year that may include direct services, consultation and evaluation services as determined by the district need.

1. RN or LPN to care for the special education students during the school year and one-to-one student for busing only.
2. Hours to be determined by Clementon Board of Education and/or any other out of district placement school.
3. Direct therapeutic intervention as specified by the student's IEP and non-contract chargeable client treatment (e.g. parent education, teacher consultation, attendance at IEP meetings and other related duties).

4. It is the desire of both parties to make provision for on site, daily nursing care for a student.

**MINIMUM QUALIFICATIONS**

1. The firm shall have one (1) or more licensed professional on staff whose major focus and work has been and remains providing nursing services to children in school settings.
2. The firm shall have at least ten (10) years experience in providing services to public and private schools.
3. The firm shall designate (1) professional within the firm who will be assigned to the school district. The individual shall have been admitted and / or licensed in his/her profession in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of nursing services for children.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-J.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### K. Comprehensive In- District Clinical Programs RFP# 5-20-K

#### 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 Board of Education 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 Board of Education of Clementon.
  - 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 Board of Education of Clementon.
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 program or its employees, staff and agents. The insurance shall provide not less than \$1,000,000 with respect to injury or aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, NJSA 59:1-1 et. seq., which shall govern the terms and conditions of any such program. The school district shall be listed as additional insured on the policy.
4. New Jersey Business Registration Certificate
5. Responders must comply with the requirements of P.L. 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Exhibit A and attachments.)

#### SCOPE OF SERVICES

The scope of services may include:

Daily group therapy

Weekly individual counseling

Family therapy, typically twice per month; staff will be available up to one evening per week to provide the family therapy, as needed

Dedicated study skills class for all or selected mainstream students

led by a district teacher and supported by a staff person

Supervised lunch (if approved by district), separate from the overall student body, for all or selected students and overseen by a staff member

Monthly evening parent psycho-social support program



Immediate level-of-care evaluations when it is required in the context of school guidelines for the assessment of suicidality/homicidality

Additional Services may include:

Programmatic and clinical supervision, as well as ongoing consultation with district leadership

Quality and Risk Management, including data-collection to present to district and ongoing monitoring of student clinical charts, by QM team member

Ongoing child study team consultation

Ongoing consultation and collaboration with district educators

Weekly student review meeting with school and district leadership

**MINIMUM QUALIFICATIONS**

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing comprehensive in- district clinical care to children in school settings.
2. The firm shall have at least three (3) years experience in providing services to public and private schools.
3. The firm shall designate one (1) professional within the firm who will be assigned to the School District. 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 School District shall be well versed in all aspects of comprehensive clinical care for children

**PROPOSAL FEE**

Proposals are to include hourly rates for services..

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received** no later than **MAY 14, 2020 by 4:00 p.m.** Please include in the subject line: **RFP #5-20-K.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### L. EDUCATIONAL SUBSTITUTE STAFFING SERVICES RFP #5-20-L

##### **PURPOSE:**

The Clementon Board of Education is seeking proposals from qualified respondents as follows:

##### **SCOPE OF SERVICE:**

The Board of Education is seeking proposals for educational staffing services for the Clementon Board of Education. Educational services are defined in this RFP as Educational Substitutes and Instructional Assistants. Any experience or knowledge of matters that directly affect the Clementon Board of Education should be addressed.

##### **QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:**

1. Must provide detailed description of company background including recruitment, hiring, credentialing, training and evaluation process and on-site training programs for substitute teacher, and substitute non-certified staff.
2. Must have experience in providing educational staffing services to Boards of Education within the State of New Jersey.
3. Must maintain a current principal office within the State of New Jersey.
4. Must describe any special services available to school board clients.
5. Must be currently providing on-site placement of substitute teachers and substitute non-certified staff for at least five (5) New Jersey School Districts.
6. Must list all past and present school board clients.
7. Must be willing to allow Clementon Board of Education to interview and choose any staff placed pursuant to this contract.

##### **CONTRACT PERIOD:**

The term of contract for Request for Proposal of Educational Staffing Services Firm shall be from July 1, 2020 through June 30, 2021.

##### **COORDINATION OF ACTIVITIES:**

All activities for this contract will be coordinated through the Administrative Offices of the Clementon Board of Education, 4 Audubon Avenue, Clementon, NJ 08030.

##### **PRESENTATION PACKAGE**

The Clementon Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

The following shall be included in the electronic submittal of proposal:

1. Transmittal Letter - Proposal  
Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Clementon Board of Education

2. Description of Services

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service.

3. Qualifications – Relevant Experience

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. Fee Proposal

Must provide a detailed fee structure of per diem rates for employees possibly assigned to service the Board of Education.

**AWARD OF CONTRACT**

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

**AUTHORIZATION TO WORK:**

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

**CONTRACTS:**

Upon notification of award of contract by the Clementon Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the proposal specifications.

**TERMINATION OF CONTRACT**

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties, and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not resolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing

statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

**FALSE MATERIAL REPRESENTATION - N.J.S.A. 2C:21-34-97(b)**

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

**SUBCONTRACTING; ASSIGNMENT OF CONTRACT**

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

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

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

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

Federal Tax ID Number \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Extension \_\_\_\_\_ E-Mail \_\_\_\_\_  
\_\_\_\_\_

Authorized Agent \_\_\_\_\_ Title \_\_\_\_\_

**Agent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-L.**

## CLEMENTON SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### M. EDUCATIONAL PARA-PROFESSIONAL AND/OR BEHAVIORAL SUPPORT STAFFING SERVICES RFP #5-20-M

##### **PURPOSE:**

The Clementon Board of Education is seeking proposals from qualified respondents as follows:

##### **SCOPE OF SERVICE:**

The Board of Education is seeking proposals for educational staffing services for the Clementon Board of Education. Educational services are defined in this RFP as Educational Substitutes and Instructional Assistants. Any experience or knowledge of matters that directly affect the Clementon Board of Education should be addressed.

##### **QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:**

1. Must provide detailed description of company background including recruitment, hiring, credentialing, training and evaluation process and on-site training programs for substitute teacher, and substitute non-certified staff.
2. Must have experience in providing educational staffing services to Boards of Education within the State of New Jersey.
3. Must maintain a current principal office within the State of New Jersey.
4. Must describe any special services available to school board clients.
5. Must be currently providing on-site placement of substitute teachers and substitute non-certified staff for at least five (5) New Jersey School Districts.
6. Must list all past and present school board clients.
7. Must be willing to allow Clementon Board of Education to interview and choose any staff placed pursuant to this contract.

##### **CONTRACT PERIOD:**

The term of contract for Request for Proposal of Para-Professional and/or Behavioral Support Staffing Services shall be from July 1, 2020 through June 30, 2021.

##### **COORDINATION OF ACTIVITIES:**

All activities for this contract will be coordinated through the Administrative Offices of the Clementon Board of Education, 4 Audubon Avenue, Clementon, NJ 08030.

##### **PRESENTATION PACKAGE**

The Clementon Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

The following shall be included in the electronic submittal of proposal:

- Transmittal Letter - Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a

commitment by that person to provide the service required by the Clementon Board of Education

- Description of Services - All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service.
- Qualifications – Relevant Experience - All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.
- Fee Proposal - Must provide a detailed fee structure of per diem rates for employees possibly assigned to service the Board of Education.

### **AWARD OF CONTRACT**

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

### **AUTHORIZATION TO WORK:**

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

### **CONTRACTS:**

Upon notification of award of contract by the Clementon Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the proposal specifications.

### **TERMINATION OF CONTRACT**

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties, and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not resolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

**FALSE MATERIAL REPRESENTATION** - N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

**SUBCONTRACTING; ASSIGNMENT OF CONTRACT**

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

The respondent, by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

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

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

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

Federal Tax ID Number \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Extension \_\_\_\_\_ E-Mail \_\_\_\_\_  
\_\_\_\_\_

Authorized Agent \_\_\_\_\_ Title \_\_\_\_\_

**Agent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: **RFP #5-20-M.****

**CLEMENTON BOARD OF EDUCATION  
4 AUDUBON AVENUE  
CLEMENTON, NJ 08021**

**REQUEST FOR PROPOSAL  
TECHNOLOGY SUPPORT SERVICES #RFP 5-20-N**

**PURPOSE:**

The Clementon Board of Education is seeking proposals from qualified respondents as follows:

**Technology Support Services**

**SCOPE OF SERVICE:**

The Board of Education desires to appoint a firm to provide technology support services for the Clementon Board of Education. Any experience or knowledge of matters that directly affect the Clementon Board of Education should be addressed.

**QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:**

1. Must provide detailed description of company background including recruitment, hiring, credentialing, training and evaluation process and on-site training programs for substitute teachers and substitute non-certified staff.
2. Must have a minimum of five (5) years' experience in providing technology support services to boards of education within the State of New Jersey.
3. Must maintain a current principal office within the State of New Jersey.
4. Must describe any special services available to school board clients.
5. Must provide remote or onsite services as needed.
6. Must list all past and present school board clients.

**RESPONSIBILITIES:**

Provide professional consultative support for the following technology activities of in-house personnel:

Set-up, install, update, troubleshoot, prepare ahead of time, generate logins/passwords, provide staff with all information necessary to utilize the programs installed for the District users, to include guidance and security oversight in the following areas: add/delete student and staff information when they transfer-in/out, and maintaining all software applications in the district. Contact all vendors for contract, quotes, pricing, etc., for the budget, purchasing, and planning for updates to our software and programs. Consultant may also be requested to

- Provide technology recommendations for upgrades and costs involved.
- Provide software and hardware support & troubleshooting and individual consultations for technology staff members as requested.
- Network maintenance for all electronics
- Set-up all technology equipment for all Board of Education Meetings to make sure they are working, have all of the necessary information needed, and fully charged
- Provide guidance in maintaining all firewall and anti-virus systems/programs
- Maintain server updates, back-ups, and all necessary requirements that need to be completed to maintain an effective and efficient server.
- Provide consultative services to technology staff as needed to continue shared services agreement with the Clementon Borough officials and departments as needed
- Other related duties to assure security and effectiveness of technology of the District



**CONTRACT PERIOD:**

The term of contract for Request for Proposal of Technology support services Firm shall be from July 1, 2020 through June 30, 2021. The contract will be for a period of one year with the option for an additional one-year renewal.

**COORDINATION OF ACTIVITIES:**

All activities for this contract will be coordinated through the Administrative Offices of the Clement Board of Education, 4 Audubon Avenue, Clementon, NJ 08021.

**SUBMITTAL OF PROPOSAL:**

The Clementon Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

The response to the Request for Proposals shall include:

1. Transmittal Letter - Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the CLEMENTON Board of Education.
2. Description of Services - All respondents should list all services that can be rendered to the District.
3. Qualifications – Relevant Experience - All respondents shall submit evidence and documentation highlighting qualifications and experience , including at least 3 school and/or governmental units for which consults are provided in the last three years..
4. Fee Proposal - All respondents are to submit a fee proposal that compliments the type of service that is being requested, which shall include an hourly rate for services, which shall include a tiered type of service delivered (e.g. desktop support, network support, set up/security/management support, consultations/basic, consultation/advanced) and/or may include an annual lump sum consultative fee and hours of service in the lump sum. The proposal will not include the costs to the District for licenses and security protection equipment/devices/software that may be in use or recommended by the consultative provider.

**Proposals are to be submitted in electronic format no later than May 14, 2020 by 4:00 PM to [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).**

**EVALUATION OF PROPOSALS:**

The School District may 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 the Superintendent, Business Administrator, and Board Members of the School District based upon information supplied by each Proposer in response to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the School District.
- 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.

**AWARD OF CONTRACT**

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

**AUTHORIZATION TO WORK:**

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

Please submit by electronic mail to: [carmodyv@clementon.k12.nj.us](mailto:carmodyv@clementon.k12.nj.us).

**All electronic submissions must be received no later than MAY 14, 2020 by 4:00 p.m. Please include in the subject line: RFP #5-20-N.**

## RFP DOCUMENT CHECKLIST

All proposals are to include the following documents:

Required  
By OWNER

Read, Signed  
& Submitted (Circle One)

Stockholder Disclosure Certification	<u>Y</u>	<u>N</u>
Non-Collusion Affidavit	<u>Y</u>	<u>N</u>
Business Registration Certificate	<u>Y</u>	<u>N</u>
Mandatory Affirmative Action Language	<u>Y</u>	<u>N</u>
Americans with Disabilities Act of 1990 Language	<u>Y</u>	<u>N</u>
Political Contribution Disclosure	<u>Y</u>	<u>N</u>
Iran Disclosure	<u>Y</u>	<u>N</u>

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 \_\_\_\_\_, 2019

\_\_\_\_\_  
(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  
\_\_\_\_\_ 2019

\_\_\_\_\_  
(type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_ 20

**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).

COMPANY: \_\_\_\_\_

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

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

RFP # \_\_\_\_\_



**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 thereto, 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.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

RFP # \_\_\_\_\_

## **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  
Borough 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 POLITICAL 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: \_\_\_\_\_

# 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)

**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 RELATED 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: \_\_\_\_\_