

UPDATED 4/20/11
RUNNEMEDE BOARD OF EDUCATION
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS

Notice of Solicitation

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Runnemede Board of Education located at 505 W. Third Avenue, Runnemede, New Jersey 08078 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2010 to June 30, 2011.

Board of Education Auditor,

Requests for qualifications is on file at the Board Secretary/Business Administrator's office at 505 W. Third Avenue, Runnemede, New Jersey 08078.

All RFQ's must be received by the Board of Education Board Secretary/Business Administrator no later than 1:00 pm on April 28, 2010 at the Board of Education office located at 505 W. Third Avenue, Runnemede, New Jersey 08078. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Valerie Carmody at 856-931-5367 ext 202.

All statements of qualifications for professional service contracts shall include at a minimum the following information.

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 Runnemede.
 - 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 Runnemede.

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Auditor

Scope of Services

The Board of Education desires to appoint a firm of certified public accountants/ Public School Accountants to act as board auditors for the Runnemede 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 Runnemede Board of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of three (3) certified public accountants who have been licensed in that capacity for a period of not less than five (5) years each prior to the date of appointment, and employ at least one (1) registered school board accountant licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
2. Must have a minimum of ten (10) years' experience in providing auditing 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 list all part and present school board clients.

6. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Any questions regarding this Request for Proposals should be directed to Valerie Carmody, School Business Administrator of the Runnemede School District. Please submit two (2) copies of the proposal to:

Runnemede Board of Education
505 W. Third Avenue
Runnemede, New Jersey 08078
856-783-6261

All Submissions must be received at the School District's Administrative Office by 1:00 p m on April 28, 2010 at which time they will be opened and reviewed by the Business Administrator.

RUNNEMEDE SCHOOL DISTRICT
REQUEST FOR PROPOSALS

SUPPLEMENTAL DOCUMENTS REQUIRED

Three (2) copies of the Proposal are to be submitted with the following additional information with the proposal:

1. Affirmative Action Statement (see attached for signature) along with Certificate of Employee Information Report.
2. New Jersey Business Registration Certificate issued by NJ Department of Treasury.
3. "Pay to Play" disclosure form (see attached).

Information beyond the minimum requirements may also be submitted.

Proposals that fail to provide all information requested may be rejected at the sole discretion of the Board of Education.

RUNNEMEDE SCHOOL DISTRICT

**CONTRACT ADDENDUM
P.L. 1975, c. 127 (N.J.A.C. 17:27)**

**MANDATORY AFFIRMATIVE ACTION LANGUAGE FOR
PROCUREMENT, PROFESSIONAL, AND SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27.5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as

amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative

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Contract Addendum – Affirmative Action

Action Office pursuant to N.J.A.C. 17:27.5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127 as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform, in writing, appropriate recruitment agencies in the area, including 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, sex, affectional or sexual orientation, 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;

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, sex, affectional or sexual orientation, and conform with the applicable employment goals consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions;

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the Office from time to time in order to carry out the purposes of these regulations and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

The undersigned affirms inclusion of this Affirmative Action Language Exhibit "A" as an annex to agreement with the Barrington Board of Education for rendering services and products for the duration of the agreement.

Company or Firm Name

Authorized Signature

Date