

**RUNNEMEDE SCHOOL DISTRICT BOARD OF EDUCATION
REQUEST FOR PROPOSALS**

**PROFESSIONAL SERVICES CONTRACT
OCCUPATIONAL THERAPY SERVICES**

The Borough of Runnemede Board of Education solicits statements of qualification for applicants for appointment to the following professional positions. Responses should address the general criteria and mandatory minimum criteria for the position sought. Responses must be received in the Board of Education Office, 505 W. Third Avenue, NJ 08078, **no later than Thursday, April 28, 2011 at 1:00 PM**. All responses shall be opened and announced publicly, immediately thereafter by the Business Administrator or designee. Responses will be reviewed by the Board of Education. All appointments will be announced at a public meeting. Unless otherwise noted appointments shall be for academic year (September 1, 2011 – June 30, 2012) and Extended School Year (July 1, 2011 through September 1, 2012).

OCCUPATIONAL THERAPY SERVICES

General Criteria: The Runnemede 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 Runnemede Board of Education should be addressed.

Mandatory Minimum Requirements:

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 Somerdale Board of Education) and/or must be certified as an Approved Clinic or Agency by the New Jersey Department of Education
2. Certified Occupational Therapist Assistant must be willing to work under the direction of a licensed Occupational Therapist
3. Must list past and present experiences with school districts, private agencies, or governmental agencies
4. Must provide written progress reports quarterly
5. Must provide goals and objectives for the IEP when requested
6. Must input service information into computer system for Medicaid, if requested.
7. Must have sufficient staff to provide services as stipulated in the contract.
8. Must use an accurate billing format listing dates and times of services rendered.
9. Must successfully complete criminal history review as required by the New Jersey Department of Education.

10. Must provide a current New Jersey Business Registration Certificate.
11. Must provide the organization's fee structure and/or hourly billing rate for employees possibly assigned to service the Board of Education.

SELECTION CRITERIA

The selection criteria to be used in awarding a contract for the services described herein, shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested by the Board of Education and references related thereto (Note: If an individual or firm has been involved in business mergers the Board will consider length of service to include work performed by the original business entity);
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Board of Education and Township;
4. Location (distance) of primary office in relation to the Board of Education Administrative Offices.
5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.

The Runnemede Board of Education shall award a contract to the firm that best meets the needs and interests of the Board and the School District.

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

Any questions regarding this Request for Proposals should be directed to Valerie Carmody, Interim School Business Administrator of the Runnemede School District.

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

Valerie Carmody, Interim Business Administrator
Runnemede Board of Education
505 W. Third Avenue,
Runnemede New Jersey 08083
856-931-5367

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

Runnemed Board of Education
Business Office
 505 W. 3rd Avenue
 Runnemed, NJ 08078

Chapter 271
Political Contribution Disclosure Form
 (Contracts that Exceed \$17,500.00)
 Ref. N.J.S.A. 52:34-25

Part I – Vendor Information

Vendor Name:			
Address:			
City:	State:	Zip:	

The undersigned being authorized to certify, hereby certifies that the submission herein represents compliance with the provisions N.J.S.A. 19:44-20.26 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.

<u>Contributor Name</u>	<u>Recipient Name</u>	<u>Date</u>	<u>Dollar Amount</u>
			\$

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

No Reportable Contributions (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.