

RUNNEMEDE BOARD OF EDUCATION

REQUESTS FOR PROPOSAL

Purpose

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, 2012 to July 30, 2012**.

Board of Education Physical Therapy Services

Request 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 1:00pm on May 14, 2012** 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, Joanne Augustine at 856-931-5367.

All statements of qualifications for professional service contracts shall include at a minimum the information listed in the Notice of Solicitation.

Minimum Requirements

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing physical therapy services to children in school settings.
2. The firm shall designate one (1) professional within the firm who will be assigned to the School District.
3. Must have a minimum of five (5) years experience in providing services to public and private schools.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of physical therapy services for children.
5. New Jersey Business Registration Certificate
6. Responders must comply with the requirements of P.L 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Link to Exhibit A)

Scope of Services

1. The physical therapist shall have the responsibility of providing therapy for the 2012 Summer Program that may include direct services, consultation and evaluation services as determined by the needs of the students in the district.
 - a. Not to exceed 30 hours per week

- b. Required paperwork including but not limited to monthly log and billing statement.
- c. Direct therapeutic intervention as specified by the student IEP and non-contact chargeable client treatment (e.g. parent education, teacher consultation, attendance at IEP meetings and other related duties.)

Evaluation of Proposals

The Runnemede Board of Education intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

The proposals will be evaluated by the School District on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the board of education.
- 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 other members of the professional's firm.
- Rates proposed – The proposal shall identify whether clerical and other overhead costs will be billed separately or are included in the rates proposed.

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

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

Joanne Augustine, Business Administrator
Runnemede Board of Education
505 W. Third Avenue
Runnemede, New Jersey 08078

All Submissions must be received at the School District's Administrative Office **by 1:00 p m on May 14, 2012** at which time they will be opened and reviewed by the Business Administrator.