

**Runnemede Board of Education
Notice of Solicitation
Request for Proposals**

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 2761 of the laws of the State of New Jersey the Runnemede Board of Education located at 505 West Third Avenue, Runnemede, NJ 08078 is seeking RFP's for professional services to be rendered to the Board of Education as listed below for the period July 1, 2012 to June 30, 2013.

Board of Education Solicitor
Board of Education Auditor
Board of Education Architect and Engineering Firm

Request for Proposals is on file at the Business Administrator/Board Secretary's office at 505 West Third Avenue, Runnemede, New Jersey and may also be downloaded from the Board of Education's website.

All questions concerning this notice should be addressed to the Business Administrator/Board Secretary, Joanne Augustine at (856) 931-5367.

All proposals 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 Runnemede Board of Education.
 - 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 services required by the Runnemede Board of Education.
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 professional, professionals 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 board of education shall be listed as additional insured on the policy.

4. New Jersey Business Registration Certificate.
5. All responders must comply with Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27.