

RUNNEMEDE BOARD OF EDUCATION

REQUESTS FOR QUALIFICATIONS

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, 2014 to June 30, 2015.

Board of Education Solicitor

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 2:00pm on May 2, 2014** 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, Sean McCarron, 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.

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 will 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 requested.

Minimum Qualifications

1. Solicitor's firm shall have three or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (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 and school law.
5. Must maintain a current principal office within the State of New Jersey.
6. Must describe any special services available to school board clients.
7. Must list all past and present school board clients.
8. Must provide a fee for a retainer.
9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Evaluation of Qualifications

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

- Experience with NJ public school districts and reputation in the field;
- Knowledge of the Runnemede School District and the subject matter to be addressed under the contract;
- Availability to accommodate any required meeting of the School District;
- Compensation proposed;
- Other factors if demonstrated to be in the best interest of the School District.

Any questions regarding this Request for Qualifications should be directed to Sean McCarron, Business Administrator of the Runnemede School District.

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

Dr. Sean McCarron, 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 2:00 pm on May 2, 2014** at which time they will be opened and reviewed by the Business Administrator.