

Berlin Township Board of Education  
Notice of Solicitation  
Requests 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 271 of the laws of the State of New Jersey, the Berlin Township Board of Education located at 225 Grove Avenue, West Berlin, New Jersey is seeking RFP's for professional services to be rendered to the Board of Education as listed below for the period July 1, 2023 to June 30, 2024.

Board of Education Solicitor  
Board of Education Bond Attorney  
Board of Education Auditor  
Board of Education Medical Professional  
Board of Education Occupational Therapy Services  
Board of Education Engineer

Request for proposals is on file at the Board Secretary/Business Administrator's office at 225 Grove Avenue, West Berlin, New Jersey and may also be downloaded from the Board of Education's website.

All RFP's must be received by the Board of Education's Board Secretary/Business Administrator no later than May 4, 2023 no later than 10 am.

All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Megan Stoddart at (856) 767-9480.

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 Berlin Township.
  - 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 Berlin Township.

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BOARD OF EDUCATION SOLICITOR

**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.

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BOND COUNSEL

**Scope of Services:**

The Board of Education desires to appoint an attorney or firm who will be the primary legal representative of the Board of Education in all matters relating to the issuance of bonds and bond anticipation notes of the Board. Applicants should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

**Minimum Qualifications:**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices at the state of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing school boards in connection with the issuance of school board bonds and/or notes.

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AUDITOR

**Scope of Services:**

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Berlin Township 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 of compliance issues. Any experience or knowledge of matters that directly affect the Berlin Township Board of Education should be addressed.

**Minimum Requirements:**

1. The firm must employ a minimum of two (2) certified public accountants who have been licensed in that capacity for a period of not less than seven (7) years each prior to the date of appointment.
2. The firm must employ a minimum of two (2) registered school board accountants licensed and qualified in the capacity for a minimum of five (5) years each prior to the appointment.
3. Must have a minimum of ten (10) years experience in providing auditing services to boards of education within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

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MEDICAL PROFESSIONAL

**Scope of Services:**

The Board of Education desires to appoint a medical professional to provide medical services to the board. Applicants should demonstrate knowledge and experience with respect to all aspects of medical services required by a school board. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

**Minimum Requirements:**

1. Must be a New Jersey State certified physician.
2. Must have a minimum of ten (10) years experience in providing health care services to boards of education.
3. Must list past and present school boards of education served.
4. Must provide billing rates for employees possibly assigned to service the Board of Education.

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OCCUPATIONAL THERAPY SERVICES

**SCOPE OF SERVICE:**

The Board of Education desires to appoint an Occupational therapist to provide Occupational therapy for the benefit of children during the 2023-2024 school year. Applicants should demonstrate knowledge and experience with respect to all aspects of Occupational therapy by therapists, registered and practicing their profession under the laws of New Jersey. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

**QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:**

1. Must be a certified New Jersey State Occupational therapist.
2. Must have a minimum of ten (10) years of experience in providing Occupational therapy to children.
3. The therapy services shall be of a quality consistent with the generally accepted standards for the Occupational Therapy profession as defined under the Code of Ethics of the American Occupational Therapy Association and all applicable laws and regulations and be performed in accordance with reasonable rules, regulations, and policies of the Board of Education.
4. Must list past and present school boards of education served.
5. Must provide billing rates for employees possibly assigned to service the Board of Education.
6. If more than three employees on staff, must be an approved NJDOE Clinic and/or Agency. Proof must be provided, otherwise proposal will be disqualified.

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ENGINEER

SCOPE OF SERVICE:

The Board of Education desires to appoint an Engineering firm to provide site engineering services to the school district for planning, space upgrades and renovations. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

1. Engineering 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.
3. The Principal Office must be in New Jersey.
4. 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.
5. Firm must provide a list of at least five (5) public school districts for which you have provide services. References will be checked. Please provide the name of each school district and telephone number of a contact person.

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Any questions regarding this Request for Proposals should be directed to Megan Stoddart, School Business Administrator of the Berlin Township School District.

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

Megan Stoddart  
School Business Administrator  
Berlin Township School District  
225 Grove Avenue, West Berlin, NJ 08091  
856-767-9480