MERCHANTVILLE BOARD OF EDUCATION

REQUESTS FOR PROPOSALS
SOLICITOR / AUDITOR / ARCHITECT
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 Merchantville Board of Education located at 130 S. Centre Street, Merchantville, NJ 08109 is seeking RFP's for professional services to be provided to the Board of Education as listed below for the period July 1, 2026 to June 30, 2027.

- Solicitor
- Auditor
- Architect

Requests for Proposals are on file at the Board Secretary/Business Administrator's office at 130 S. Centre Street, Merchantville, NJ 08109 and may also be downloaded from the Board of Education's website at www.merchantvilleschool.org.

MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFP's must be received by the Board of Education Board Secretary/Business Administrator no later than 11:00 am on Tuesday, June 9, 2026 at the Board of Education office located at 130 S. Centre Street, Merchantville, NJ 08109. All questions concerning this notice should be addressed to James Hall, Business Administrator/Board Secretary at 856-663-1091 ext. 321.

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 Merchantville.
   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 Merchantville.

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 school district shall be listed as additional insured on the policy.

4. New Jersey Business Registration Certificate and W9

5. Must provide Disclosure of Investment Activities in Iran
https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf

6. C. 271 Political Contribution Disclosure Form (See below)

7. Combined Certification: Prohibited Activities in Russia and Belarus & Investment Activities in Iran (See below)

8. Responders must comply with the requirements of P.L. 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Exhibit A and attachments.)

BOARD OF EDUCATION SOLICITOR

Scope of Services:

Specialized services required - The selected solicitor be expected to provide specialized professional services to the Merchantville 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 (3) 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 (1) 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.

BOARD OF EDUCATION AUDITOR

Scope of Services:

Specialized services required - The Merchantville Board of Education desires to appoint a firm of certified public accountants to act as auditors for the board. Applicant should demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues. Any experience or knowledge of matters that directly affect the Merchantville Board of Education should be addressed.

Minimum Qualifications:

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 that 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.

8. Must provide fee to prepare the annual CAFR of the 2026-2027 fiscal year. Fee must include the cost to prepare the annual secondary disclosure statement.

BOARD OF EDUCATION ARCHITECTURAL FIRM

Scope of Services:

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

Minimum Qualifications:

1. Must be certified to provide architectural services in the State of New Jersey.

2. Must have a minimum of five (5) years' experience in providing consulting services to boards of education.

3. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.

4. Must maintain a staff of New Jersey licensed or certified professionals sufficient to service the Board of Education including, but not limited to civil engineers, land surveyors, planners, environmental scientists and construction clerks.

5. Must maintain a principal office location in close proximity to the Board of Education so as to be able to respond to emergent matters promptly.

6. Must be experienced in the preparation of grant applications.

7. Must have project managers with at least five (5) years of school board experience.

8. Must list past and present school boards served as architect.

9. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

EVALUATION OF PROPOSALS

The School District intends to award a professional services contract for solicitor, auditor, architect and occupational therapist 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 an administrative team who will recommend appointment to the Board of Education based upon information supplied by each Responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the School District.
- 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 the other members of the professional's firm.
- The hourly rates and/or fee proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the attorneys.

SUBMISSION

Proposing firms shall provide evidence that the minimum qualifications are met. Proposal should also include cost details including hourly rates of the individuals who perform services and a list delineating the numbers and types of public clients represented by the solicitor and firm.

Please submit one (1) copy of the proposal to:

James Hall, School Business Administrator
Merchantville Board of Education
130 S. Centre Street, Merchantville, NJ 08109

All Submissions must be received at the School District's Business Office by 10:00 AM on Tuesday, June 9th, 2026 at which time they will be publicly opened.

Any questions regarding this Request for Proposals should be directed to James Hall, School Business Administrator of the Merchantville School District.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 14

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, 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 personal testing conforms to 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.

In conforming with the targeted employment goals, 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, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.

   _____Yes _____ No

   If YES, a copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

   _____ Yes _____ No

   If YES, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or signing of the contract.

I hereby certify that the above information is correct to the best of my knowledge.

_____
(Name of Contractor)

_____
(Signature)

_____
(Title)

_____
(Date)

AFFIRMATIVE ACTION AFFIDAVIT

(To be completed by firms with less than 50 employees)

STATE OF NEW JERSEY COUNTY OF _____

I, _____ of the (City, Town, and Borough) of _____ in the County of _____, State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

1. I am _____of the firm _____a contractor making a proposal upon the above named service.

2. _____does not have 50 or more employees inclusive of all officers and employees of every type.

3. I am familiar with the Affirmative Action requirements of P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

4. _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P. L. 1975, c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.

5. I am aware that if _____ does not comply with P.L. 1975, c. 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of _____, until an affirmative action plan is approved. I am also aware that the contract may be terminated and _____ may be barred from all public contracts, for a period of up to five (5) years.

6. In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information report.

_____
Signature of Authorized Representative

_____
Name and Title

Subscribed and sworn to
Before me this_____ day of _____, 20_____

_____
(Seal) Notary Public of New Jersey
My Commission expires_____, 20_____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
    - of the public entity awarding the contract
    - of that county in which that public entity is located
    - of another public entity within that county
    - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

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

Contributor Name	Recipient Name	Date	Dollar Amount
			$

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

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page ___ of _____

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
			$

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

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:
State: Governor, and Legislative Leadership Committees
Legislative District #s:
State Senator and two members of the General Assembly per district.

County:

Freeholders	County Clerk	Sheriff
{County Executive}	Surrogate	

Municipalities (Mayor and members of governing body, regardless of title):

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM the Pay to Play section OF THE DLGS WEBSITE A COUNTY-BASED, CUSTOMIZABLE FORM.

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership ☐ Corporation ☐ Sole Proprietorship

☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:
Name: Home Address:	Name: Home Address:

Subscribed and sworn before me this ___ day of _____, 2 __.

(Notary Public)

My Commission expires:

_____
(Affiant)

_____
(Print name & title of affiant)

(Corporate Seal)