

**PROSPECT PARK BOARD OF EDUCATION
290 N.8th STREET
PROSPECT PARK, NJ 07508**

Louis Turco, Business Administrator/Board Secretary; email: lturco@prospectparknj.com; Tel. 973-720-1981

REQUEST FOR PROPOSALS

A. PURPOSE:

The Prospect Park Board of Education is seeking proposals from qualified respondents as follows:

Auditing Services

Legal Services

B. SCOPE OF SERVICE:

The Board of Education desires to appoint a firm(s) to provide such services for the Prospect Park Board of Education. Any experience or knowledge of matters that directly affect the Prospect Park Board of Education should be addressed.

C. QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

1. Must provide an hourly rate(s) for all services to be provided.
2. Must provide detailed description of company background.
3. Must have a minimum of five (5) years' experience in providing such services to boards of education within the State of New Jersey.
4. Must be able to interview in person on the evening of February 26, 2019 at 5PM.

D. CONTRACT PERIOD:

The term of contract for Request for Proposal of Services Firm shall be from July 1, 2019 through June 30, 2020. The contract will be for a period of one year with the option for additional one-year renewals.

E. COORDINATION OF ACTIVITIES:

All activities for this contract will be coordinated through the Administrative Offices of the Prospect Park Board of Education, 290 N.8th Street, Prospect Park, NJ 07508 and addressed to Louis Turco, Business Administrator/Board Secretary; email: lturco@prospectparknj.com; Tel. 973-720-1981.

F. PRESENTATION PACKAGE:

1. Submit the RFP Response

The Prospect Park Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price. All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service. All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process. All respondents are to submit a fee proposal that compliments the service that is being requested. If the district

requests an hourly, daily, weekly, rate or per case, per evaluation rate, or even a lump sum rate, then the fee proposal submitted by the respondent must be the same.

2. Letter of Transmittal

The letter of transmittal is to be addressed and sent (electronic mail is acceptable) to:

Louis Turco, Business Administrator/Board Secretary,
Prospect Park Board of Education
290 N.8th Street
Prospect Park, NJ 07508

G. SUBMISSION DEADLINE:

The deadline to submit all RFP Packages is Monday, February 25, 2019 at 10:00 AM.

H. EVALUATION OF PROPOSALS:

The School District 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 Board Members of the School District based upon information supplied by each Proposer in response 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 proposed.

I. AWARD OF CONTRACT:

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

J. AUTHORIZATION TO WORK:

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

K. DOCUMENTS TO BE SUBMITTED WITH RESPONSE:

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Professional Liability Insurance Certificate;
- Non-Collusion Affidavit; and
- W-9.

L. CONTRACTS:

Upon notification of award of contract by the Prospect Park Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it to the Board of Education.

M. AFFIRMATIVE ACTION REQUIREMENTS:

Each respondent shall submit to the public agency, one of the following three documents:

- i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or
- ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or
- iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

N. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44):

Pursuant to N.J.S.A. 52:42-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey.

Goods and Services

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; and **3)** during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609)292-9292.

O. SUBCONTRACTING; ASSIGNMENT OF CONTRACT:

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Board of Education.