

EAST RUTHERFORD BOARD OF EDUCATION

REQUEST FOR PROPOSALS

PLEASE TAKE NOTICE, the East Rutherford Board of Education ("Board") invites the submission of proposals for the following professional services for the 2009-2010 school year in accordance with the "fair and open process" pursuant to N.J.S.A. 19:44A-20, et seq.:

- 1) School District General Counsel – Legal Services
- 2) School District Auditing Services
- 3) School District Brokerage Services for Dental and Student Accident Insurance
- 4) School District Medical Inspector (School Doctor)
- 5) School District Neurologist
- 6) School District Psychiatrist
- 7) School District Speech Consultant

Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the service provider; (2) the service for which the response is submitted; and (3) "**Sealed RFP Response**". Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the Business Administrator by the date and time set forth above. No late responses will be accepted.

Responses should be detailed and comprehensive in addressing the service provider's qualifications so the Board may make an informed decision. The Responses will be evaluated by the Board on the basis of the following criteria:

1. The experience and reputation in the field with NJ School Districts.
2. Knowledge of the Board, and of matters concerning the Board, and of the subject matter to be addressed under the contract.
3. Availability to attend to Board meetings and other matters as necessary.
4. Availability of personnel and other resources to provide such services.
5. Compensation proposal.
6. Other factors if demonstrated to be in the best interest of the Board.

Contracts will be awarded based on the most advantageous responses, price and other factors considered.

Proposal

Each professional service provider is required to submit the following information with its proposal(s):

1. A list of all current New Jersey public school clients and length of service to each. Please identify the grade level of each school district.
2. Background information on the representative(s) to be assigned to the East Rutherford School District Board of Education.
3. Proposed fee structure.
4. Business Registration Certificate.
5. Letter of Federal Affirmative Action Plan Approval.
6. Certificate of Employee Information Report.
7. Political Contribution Disclosure Statement.

Request for Proposal responses shall be received by the Board's Business Administrator on April 20, 2009, at 10:00 a.m. prevailing time, at which time said responses will be publicly opened and read.

Proposals are to be submitted to:

Christine M. Werner, Business Administrator/Board Secretary
East Rutherford Board of Education
Uhland and Grove Streets
East Rutherford, NJ 07073

The Board of Education intends to appoint the successful firm(s) effective July 1, 2009. Services of the selected firm(s) will commence immediately thereafter.

By order of the East Rutherford Board of Education.