

REQUEST FOR QUALIFICATIONS

EAST RUTHERFORD BOARD OF EDUCATION BERGEN COUNTY, NEW JERSEY

PLEASE TAKE NOTICE, the East Rutherford Board of Education (“ERBOE”) requests qualifications for the services set forth below in accordance the “fair and open process” pursuant to N.J.S.A. 19:44A-20.5, et seq. & N.J.A.C. 6A:23A-5.2(a)(5):

1. Board Counsel
2. Auditor
3. School Physician
4. Broker of Record/Risk Manager – General Liability, Workers Compensation
5. Broker of Record/Employee Benefit Consultant – Health, Prescription, Dental, Vision
6. Board Architect

Request for qualification (“RFQ”) responses shall be submitted to the Business Administrator/Board Secretary, East Rutherford Board of Education, 100 Uhland Street, East Rutherford, New Jersey 07073, on or before June 14, 2016, at 10:00 a.m.

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 RFQ Response**”. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be received by the ERBOE by the date and time set forth above. No late responses will be accepted.

Responses should address the Criteria for Services, which may be examined or obtained on the ERBOE website at <http://www.erboe.net> or through the Business Administrator/Board Secretary’s office at the above address, phone 201-804-3100, between the hours of 9:00 a.m. to 3:00 p.m.

If awarded a contract, the service provider shall be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1, et seq.

Contracts will be awarded based on the most advantageous responses as determined by the ERBOE. The ERBOE reserves the right to reject any or all responses.

All proposals must include 1) Disclosure of Investment Activities in Iran; 2) Business Registration Certificate; 3) Affirmative Action Documentation; 4) Stockholder Disclosure Certification; 5) C271 Political Contribution Disclosure Form. 1, 4 & 5 are available on the district’s website.

Mark Kramer
Business Administrator/Board Secretary
East Rutherford Board of Education