

**HADDON HEIGHTS BOARD OF EDUCATION
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS**

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 Haddon Heights Board of Education located at 316-A Seventh Avenue, Haddon Heights, New Jersey 08035 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2018 to June 30, 2019.

Board of Education Auditor
Board of Education Architect
Board of Education Solicitor
Nursing Services
Occupational Therapy Services
Physical Therapy Services

Requests for qualifications are on file at the Board Secretary/Business Administrator's office at 316-A Seventh Avenue, Haddon Heights, New Jersey 08035 and may also be downloaded from the Board of Education's website.

All RFQ's must be received by the Board of Education Board Secretary/Business Administrator no later than April 13, 2018 at the Board of Education office located at 316-A Seventh Avenue, Haddon Heights, New Jersey 08035. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Mark Stratton at 856-547-1412 or emailed to stratton@hhsd.k12.nj.us.

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 Haddon Heights.

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 Haddon Heights.

After School Programming/Child Care

Deadline: July 17, 2018

The Haddon Heights School District of Haddon Heights, NJ invites qualified contractors to submit a proposal to operate after school (PM) programs for Atlantic Avenue Elementary School located at 21 East Atlantic Avenue, Haddon Heights, Glenview Avenue Elementary School located at 1700 Sycamore Street, Haddon Heights, and Seventh Avenue Elementary School located at 315 Seventh Avenue, Haddon Heights. Copies of the RFP are available at the Haddon Heights School District Administrative Office, located at 316-A 7th Avenue, Haddon Heights, NJ 08035 or on the school district's website at www.hhsd.k12.nj.us. Proposals may be delivered in person or by mail to the Haddon Heights School District Administrative Office, located at 316-A 7th Avenue, Haddon Heights, NJ 08035. All proposals must be received by 9:00 am on July 17, 2018 to be considered a responsive proposal.

Request for Proposal (RFP Invitation)

The Haddon Heights School District requests proposals for an after school (PM) program for Atlantic Avenue Elementary School located at 21 East Atlantic Avenue, Haddon Heights, Glenview Avenue Elementary School located at 1700 Sycamore Street, Haddon Heights, and Seventh Avenue Elementary School located at 315 Seventh Avenue, Haddon Heights. The initial period for this contractual arrangement will be for one year, beginning September 1, 2018 through June 30, 2019. The Haddon Heights School District desires a supervised schedule of educational activities and after school care for children for those families requiring such a service. Contract award will not be based upon lowest bid but will be made upon best perceived value to the school district, students and families utilizing the program.

The school district will provide space for the program at Atlantic Avenue, Glenview Avenue and Seventh Avenue Elementary Schools. The space to be made available to the program will consist of the gymnasium, cafeteria and the playground at each of the schools.

The Contractor would be solely responsible for the program's content and activities and would need to provide a certificate of insurance in the amount of One Million Dollars (\$1,000,000.00), naming the Haddon Heights School District as an additional insured – primary coverage, during the complete term of the agreement. In addition, the Contractor would need to provide a copy of their child care program license.

Responses to the invitation are to be addressed to:
Haddon Heights School District
Attn: Business Administrator 316-A 7th Avenue
Haddon Heights, NJ 08035

The Contractor's response to this invitation can be delivered personally or by mail no later than 9:00 am on July 17, 2018 and must remain valid for 60 days. The envelope must be marked with the following notation:

RFP – Haddon Heights Elementary Schools After School Program

Proposal openings will not be public. While price will be a substantial factor in awarding the contract for services, the Haddon Heights School District expressly reserves the right to select a proposal that does not represent the lowest cost for services but presents the best perceived benefit to the users. In your proposal, include your program flyer including hours of operation, program registration and rate sheet information as well as a listing of program activities.

Program Requirements

The following are the requirements we are looking for in an elementary school After-School Program.

1. The after school program will provide a structured activity time.
2. The after school program will provide numerous opportunities for students to increase their level of understanding of academic-based concepts and recreational activities in order to develop academic, personal and social skills, including:
 - a. Homework help and mentoring
 - b. Literacy programs and projects such as storytelling, drama and writing
 - c. Integrate arts, including arts and crafts, music and movement
 - d. Sports and recreational activities
 - e. Games and activities that are fun and challenging
 - f. Offer engaging and interesting learning workshops
3. Safety is a primary requirement of the after school program.
4. The staff should be qualified and alert in their supervision.
5. The program should have professional and trained staff that interacts and engages with children.
6. The program will run from the end of the school day until 6:00 pm.
7. It is recommended to have one staff member per 10-12 students.
8. It is recommended that the program cost to participants does not exceed \$300.00 per month when child is attending 5 days per week.

Questions Regarding the RFP

Questions about the RFP, its content, proposal format or any other question deemed necessary to submit a responsive proposal must be submitted by July 13, 2018, in writing to:

Haddon Heights School District
Attn: Business Administrator 316-A 7th Avenue
Haddon Heights, NJ 08035

Or by email to: stratton@hhsd.k12.nj.us

Auditor

Scope of Services

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

Minimum Requirements

1. The firm must employ a minimum of two (2) certified public accounts 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 accounts 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.

Architect

Scope of Services

The Board of Education desires to appoint a firm to provide consulting 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 have a minimum of ten (10) years experience in providing consulting services to boards of education.
2. Must be experienced in obtaining permits and approvals from various state, county and local regulatory agencies.
3. 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, planners, environmental scientists and construction clerks.
4. 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.

5. Must be experienced in the preparation of grant applications.
6. Must have project managers with at least ten (10) years of school board experience.
7. Must list past and present school boards served as consulting architect.
8. Must provide hourly billing rates for employees possibly assigned to service the 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 at least two (2) licensed professional 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.

Nursing Services

Scope of Services

The nurse shall have the responsibility of providing services for school year that may include direct services, consultation and evaluation services as determined by district need.

1. RN or LPN to care for special education students during the school year.
2. Hours to be determined by school district.
3. Direct therapeutic intervention as specified by the student's IEP and

non-contact chargeable client treatment (e.g. parent education, teacher consultation, attendance at IEP meetings and other related duties).

4. It is the desire of both parties to make provision for on site, daily nursing care for a student.

MINIMUM QUALIFICATIONS

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing nursing services to children in school settings.

2. The firm shall have at least ten (10) years experience in providing services to public and private schools.

3. The firm shall designate one (1) professional within the firm who will be assigned to 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 nursing services for children.

Occupational Therapy

Scope of Work

The occupational therapist shall have the responsibility of providing therapy for the school year that may include direct services, consultation and evaluation services as determined by district need.

1. Services as outlined in individual IEP's.
2. Required paperwork including but not limited to monthly log and billing statement.
3. Direct therapeutic intervention as specified by the student's IEP and non-contact chargeable client treatment (e.g. parent education, teacher consultation, attendance at IEP meetings and other related duties).

MINIMUM QUALIFICATIONS

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing physical therapy services to children in school settings.

2. The firm shall have at least ten (10) years experience in providing services to public and private schools.

3. The firm shall designate one (1) professional within the firm who will be assigned to the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.

- a. The firm and individuals assigned to work with the School District shall be well versed in all aspects of occupational therapy services for children.

Physical Therapy Services

Scope of Services

The physical therapist shall have the responsibility of providing therapy for the school year that may include direct services, consultation and evaluation services as determined by district need.

4. Required paperwork including but not limited to monthly log and billing statement.
2. Hours to be determined by individual IEP for each student.
4. Direct therapeutic intervention as specified by the student's IEP and non-contact chargeable client treatment (e.g. parent education, teacher consultation, attendance at IEP meetings and other related duties).

MINIMUM QUALIFICATIONS

1. The firm shall have one (1) or more licensed professionals on staff whose major focus and work has been and remains providing PHYSICAL THERAPY services to children in school settings.
2. The firm shall have at least ten (10) years experience in providing services to public and private schools.
3. The firm shall designate one (1) professional within the firm who will be assigned to 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 PHYSICAL THERAPY services for children.