

SPRING LAKE BOROUGH BOARD OF EDUCATION

411 TUTTLE AVENUE

SPRING LAKE, NJ 07762

REQUEST FOR QUALIFICATIONS

(RFQ)

SCHOOL PHYSICIAN

SUBMISSION DATE:

Thursday, August 20, 2020

2 p.m.

## **SPRING LAKE BOROUGH BOARD OF EDUCATION**

### **REQUEST FOR QUALIFICATIONS FOR SCHOOL PHYSICIAN**

**NOTICE IS HEREBY GIVEN** that Requests for Qualifications (RFQ) will be received by the SPRING LAKE BOROUGH BOARD OF EDUCATION, in the County of Monmouth at the Board Office, 411 Tuttle Avenue, Spring Lake, New Jersey 07762, until 2:00 p.m. on August 20, 2020.

Professionals are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The Board of Education reserves the right to reject any and all RFQ's and to waive informality, if it is in the public interest of the Board to do so.

Joanette Femia  
Interim Business Administrator/Board  
Secretary

## SPRING LAKE BOROUGH BOARD OF EDUCATION

411 Tuttle Avenue, Spring Lake, NJ 07762

- **MINIMUM REQUIREMENTS TO BE INCLUDED WITH PROPOSALS:**

The applicant/proposer shall, in response to the Board's Request for Proposal, at a minimum, include the following information:

Qualification requirements to compete for the needed service or activity as set forth in the Scope of Services defined in the Boards' RFQ. Qualifications, at a minimum, shall include requirements defined as follows:

- 1 Full name and business address.
- 2 Name of the individual(s) to be assigned to perform the tasks.
- 3 A description of the support staff available to the individual(s) to be assigned.
- 4 The hourly rate of individuals who will perform the services or activities. The Board of Education shall not reimburse tolls and mileage charges and these reimbursements shall be included in the proposed hourly rate.
- 5 A statement concerning the ability of the firm/individual to perform tasks assigned by the Spring Lake Borough Board of Education in a timely fashion.
- 6 Insurance -The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation of insurance for professional liability /malpractice coverage in the amount of \$3,000,000 or more.
- 7 Law Against Discrimination and Affirmative Action -The applicant with N.J.A.S.A 10:5 -et. Seq. (Law Against Discrimination) and P.O. 1975 C.127 (Affirmative Action).
- 8 Sample Contract -Applicant shall provide a sample contract (engagement letter). Sample contract must include all terms and conditions of this RFQ. Contract shall be in form acceptable to the Board of Education.
- 9 New Jersey Business Registration Requirement-**In** accordance with P.L. 2001 c. 57, bidder should provide with their proposal a Business Registration Certificate issued by the State of New Jersey. Please note that having provided this form to the SPRING LAKE BOROUGH BOARD OF EDUCATION previously does NOT exempt you from providing this form with this proposal.
- 10 Disclosure of Contributions -Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to N.J.S.A. 19:44A-20.27, if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).
- 11 A list of two professional references with addresses and telephone contact numbers. Both must have direct knowledge relating to your experience in the requested service.

- **PURPOSE:**  
In accordance with N.J.S.A. 18:A:40-1 et seq., the SPRING LAKE BOROUGH BOARD OF EDUCATION is requesting proposals (RFQ) from firms or individual(s) for SCHOOL PHYSICIAN in the district as directed by the Board. Under Title 18A:18A-5 (1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.
- **SCOPE OF SERVICE:**  
  
SCHOOL PHYSICIAN
- **EVALUTATION OF PROPOSALS:**  
The Board of Education intends to award a professional services contract for the defined scope of services under the Fair and Open Process in accordance with N.J.S.A. 19:44-20A et seq.

*Basis for Award of Contract/Agreement for Professional Services:*

The Board shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

- Qualifications of the individual who will perform the service or activity and overall knowledge and familiarity with the operations of the School District.
- Qualifications and experience of the other members of the professionals firm and experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Ability to perform the service or activity in a timely fashion, including staffing and staff(s) familiarity of the service or activity.
  - The hourly rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or included in the hourly labor rate for the professional.
  - This award will include, but not be limited to, all of the above listed requirements.

Any questions regarding this Request for Proposal should be directed to Joannette Femia, Interim Business Administrator of the SPRING LAKE BOROUGH BOARD OF EDUCATION at [jfemia@hwmountz.k12.nj.us](mailto:jfemia@hwmountz.k12.nj.us). Please submit your proposal by email by 2:00 pm Thursday, August 20, 2020 to:

[jfemia@hwmountz.k12.nj.us](mailto:jfemia@hwmountz.k12.nj.us)  
SPRING LAKE BOROUGH BOARD OF EDUCATION  
411 Tuttle Avenue  
Spring Lake, NJ 07762

DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

- Affirmative Action Questionnaire
- Vendor Questionnaire/Certification
- Non-Collusion Affidavit
- Stockholders Disclosure Statement
- Chapter 271 Political Contribution Disclosure Form
- New Jersey Business Registration Certificate

CONTRACTS: Upon notification of award of contract by the SPRING LAKE BOROUGH BOARD OF EDUCATION, the successful respondent shall sign and execute a formal agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate
- Criminal History Background evidence
- Other required documents as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contracts and related documents must be returned to:

Ms. Joannette Femia  
Interim Business Administrator/Board Secretary  
SPRING LAKE BOROUGH BOARD OF EDUCATION  
411 Tuttle Avenue  
Spring Lake, NJ 07762

**AFFIRMATIVE ACTION QUESTIONNAIRE**

This form is to be completed and returned with the proposal. However the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1 Our company has a federal Affirmative Action Plan Approval. \_\_\_Yes \_\_\_ No **If** yes, please attach a copy of the plan to this questionnaire.

2 Our company has a N.J. State Certificate of Employee Information Report. \_\_\_Yes \_\_\_No **If** yes, please attach a copy of the certificate to this questionnaire.

3 If you answered "NO" to both questions No. 1 and No.2, you must apply for an Affirmative Action Employee Information Report -Form AA302. Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

[www.state.nj.us/treasury/contractcompliance/](http://www.state.nj.us/treasury/contractcompliance/) Click on "Employee Information Report"

Complete and submit the form with the appropriate payments to:

**Department of Treasury Division of Public Contracts/EEO Compliance PO Box 209 Trenton, NJ 08625-0002**

All fees for this application are to be paid directly to the State of New Jersey. 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 the signing of the contract.

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**VENDOR QUESTIONNAIRE/CERTIFICATION**

Name of Company: \_\_\_\_\_

Street Name: \_\_\_\_\_ PO, Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

Fax Number: \_\_\_\_\_ email: \_\_\_\_\_

Years in Business: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

**References -Work previously done for School Systems in New Jersey**

**PLEASE LIST 3**

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
-------------------------	----------------	-----------------------------	--------------

**Vendor Certification**

**Direct/Indirect Interests**

I declare and certify that no member of the SPRING LAKE BOROUGH BOARD OF EDUCATION, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the proposal, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or the company.

**Gifts: Gratuities and Compensation**

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official. **Vendor Contributions**

I declare and certify that I fully understand NJAC: 23A-6.3(a1-4) concerning vendor contributions to school board members. I certify that I am not an official or employee of the SPRING LAKE BOROUGH BOARD OF EDUCATION. I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

**President or Authorized Agent** \_\_\_\_\_

Signature: \_\_\_\_\_, Date: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

STATE OF NEW JERSEY

County of \_\_\_\_\_

SS:

I, \_\_\_\_\_ reading in \_\_\_\_\_  
(Name of Municipality)

In the County of \_\_\_\_\_ and State of \_\_\_\_\_  
of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(Title or Position)

\_\_\_\_\_  
(Name of Firm)

The professional making this RFQ for the RFQ entitled:

SCHOOL PHYSICIAN

and that I executed the said RFQ with full authority to do so that said professional has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said RFQ and in this affidavit are true and correct, and made with full knowledge that the Board of Education relies upon the truth of the statements contained in said RFQ and in the statements contained in this affidavit in awarding the contract for the said project. I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or

selling agencies maintained by \_\_\_\_\_  
(Name of Firm)

Subscribed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Affiant Signature)

\_\_\_\_\_  
(Notary Public Signature)

\_\_\_\_\_  
(Print Name & Title of Affiant)

My Commission Expires:

(Corporate Seal)



**STOCKHOLDER DISCLOSURE STATEMENT**

**Name of Professional:** \_\_\_\_\_

- 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	Title	% of Shares
-------------------	--------------	-------	-------------

*Subscribed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
**(Affiant Signature)**

\_\_\_\_\_  
**(Notary Public Signature)**  
**My Commission Expires:**

\_\_\_\_\_  
**(Print Name & Title of Affiant)**  
**(Corporate Seal)**

SPRING LAKE BOROUGH BOARD OF EDUCATION Business Office

411 Tuttle Avenue, Spring Lake, NJ 07762

Chapter 271

Political Contribution Disclosure Form

(Contracts that Exceed \$17,500.00)

Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that

\_\_\_\_\_, has made the following **reportable** political contributions to any

(Business Entity)  
political

DATE OF CONTRIBUTION	AMOUNT	NAME OF RECEIPT ELECTED OFFICIAL/ COMMITTEE/CANDIDATE	NAME OF CONTRIBUTOR
----------------------	--------	---	---------------------

committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

REPORTABLE CONTRIBUTIONS

The Business Entity may attach additional pages if needed.

- No Reportable Contributions (Please check if applicable)

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official, political committee as defined in N.J.S.A 19:44-20.26.

**Certification**

I certify that the information provided above is in full compliance with Public Law 200S-Chapter 271.

Name of Authorized Agent: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Business Entity: \_\_\_\_\_