

**CLEMENTON BOARD OF EDUCATION
Clementon, New Jersey 08021**

**REQUESTS FOR PROPOSALS
OCCUPATIONAL THERAPY SERVICES
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 Clementon Board of Education located at 4 Audubon Avenue, Clementon, New Jersey 08021 is seeking RFP's for **Occupational Therapy Services** to be provided to the Board of Education as listed below for the period July 1, 2011 to June 30, 2012.

Requests for Proposals are on file at the Board Secretary/Business Administrator's office at 4 Audubon Avenue, Clementon, NJ 08021 and may also be downloaded from the Board of Education's website at Clementonschools.org.

All RFP's must be received by the Board of Education Board Secretary/Business Administrator no later than Wednesday, April 6, 2011 at the Board of Education office located at 4 Audubon Avenue, Clementon, New Jersey 08021. All questions concerning this notice should be addressed to Joanne E. Clement, Business Administrator/Board Secretary at 856-783-2300, ext. 1016.

MINIMUM REQUIRED INFORMATION/DOCUMENTATION

All RFP's for professional service contracts shall include at a minimum the following information/documentation.

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 Clementon.
 - 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 Clementon.
3. Professional Liability Insurance: The physician is to provide, at own expense, a comprehensive general liability insurance policy including professional liability,

insuring against any and all claims for bodily injury or death resulting from performance and services by the physician, physicians employees, staff and agents. The insurance shall provide not less than \$1,000,000 with respect to injury or aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, NJSA 59:1-1 et. seq., which shall govern the terms and conditions of any such program. The school district shall be listed as additional insured on the policy.

4. New Jersey Business Registration Certificate

5. Responders must comply with the requirements of P.L. 1975, Chapter 127, NJAC 17:27 Laws Against Discrimination. (See Exhibit A and attachments.)

SCOPE OF SERVICES

The occupational therapist shall have the responsibility of providing therapy the for 2011-2012 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.

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

SUBMISSION

Proposing firms shall provide evidence that the minimum qualifications are met. Proposals should also include cost details including hourly rates of the individuals who perform services and a list of public and private school clients including length of service.

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 a committee of staff and Board Members of the School District based upon information supplied by each Responder to this RFP and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the physical therapy needs/operations of the School District.
- Experience of the firm in providing similar services to other public and private school districts, 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.

Any questions regarding this Request for Proposals should be directed to Joanne E. Clement, School Business Administrator of the Clementon School District.

Please submit two (2) copies of the proposal to:

**Clementon Board of Education
4 Audubon Avenue
Clementon, New Jersey 08021**

All submissions must be received at the School District's Business Office by 10:00 AM on Wednesday, April 6, 2011 at which time they will be publicly opened. Please clearly mark envelope "**Occupational Therapist**". Any questions regarding this Request for Proposals should be directed to Joanne Clement, School Business Administrator of the Clementon School District.

EXHIBIT A

P.L. 1975, C. 127 9N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

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The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment

goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P. L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P. L. 1975, c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal Court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal Court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

AFFIRMATIVE ACTION QUESTIONNAIRE

1. Our company has a federal Affirmative Action Plan approval.

Yes No

If YES, a copy of said approval shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

Yes No

If YES, a copy of the New Jersey State Certificate shall be submitted to the Board of Education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, CN 209, Trenton, NJ 08625. 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 signing of the contract.

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

(Name of Contractor)

(Signature)

(Title)

(Date)

AFFIRMATIVE ACTION AFFIDAVIT

(To be completed by firms with less than 50 employees)

STATE OF NEW JERSEY

COUNTY OF _____

I, _____ of the (City, Town, Borough) of _____ in the County of _____, State of New Jersey, of full age, being duly sworn according to law on my oath depose and say that:

- 1. I am _____ of the firm _____ a contractor making a proposal upon the above named service.
- 2. _____ does not have 50 or more employees inclusive of all officers and employees of every type.
- 3. I am familiar with the Affirmative Action requirements of P.L. 1975, c. 127 and rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
- 4. _____ has complied with all the affirmative action requirements of the State of New Jersey, including those required by P. L. 1975, c. 127 and the rules and regulations issued by the Treasurer, State of New Jersey, pursuant thereto.
- 5. I am aware that if _____ does not comply with P.L. 1975, c. 127 and the rules and regulations issued pursuant thereto, that no monies will be paid by the State of New Jersey, County of _____, until an affirmative action plan is approved. I am also aware that the contract may be terminated and _____ may be barred from all public contracts, for a period of up to five (5) years.
- 6. In the event my workforce increases to 50 employees, I must contact the State Affirmative Action Office and complete an Employee Information report.

Signature of Authorized Representative

Name and Title

Subscribed and sworn to
Before me this _____ day of _____, 20_____

(Seal) Notary Public of New Jersey
My Commission expires _____, 20_____