

**LAWNSIDE 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 Lawnside Board of Education located at 426 East Charleston Avenue, Lawnside, New Jersey 08045 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 Solicitor,
Board of Education Auditor,

Requests for qualifications are on file at the Board Secretary/Business Administrator's office at 426 East Charleston Avenue, Lawnside, New Jersey 08045 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 4:00 p.m. on Friday, May 18, 2018 at the Board of Education office located at 426 East Charleston Avenue, Lawnside, New Jersey 08045. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Dawn Leary at 856-547-2585.

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 Lawnside.

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 Lawnside.

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 two or more licensed professionals 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.
- *5. Additionally, consideration for a retainer in lieu of hourly fees for services provided would be appreciated.

Any questions regarding this Request for Proposals should be directed to Dawn Leary, School Business Administrator of the Lawnside School District.

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

Lawnside Board of Education
426 E. Charleston, Avenue
Lawnside, New Jersey 08045
856-547-2585

All Submissions must be received at the School District's Administrative Office by 4:00 p.m. on Friday, May 18, 2018 at which time they will be publicly opened.

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Auditor

Scope of Services

The Board of Education desires to appoint a firm of Certified Public Accountants/ Public School Accountants to act as Board Auditors for the Lawnside 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 Lawnside Board of Education should be addressed.

Minimum Requirements

1. The firm must employ a minimum of ten (10) certified public accountants 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 five (5) registered school board accountants 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 part and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to

service the Board of Education.

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