

Barnegat Township School District

Request For Qualifications

Board Attorney Services

In accordance with N.J.S.A. 19:44A-20.4 et. seq., the Barnegat Township Board of Education is requesting qualifications from New Jersey licensed attorneys interested in providing the district with general legal services for the 2010-2011 school year. The successful firm must have a minimum of ten years experience in the area of school law for a New Jersey Board of Education.

Scope of Work

The successful firm/individual shall provide services as necessary to the Board of Education as follows:

- Attendance at all Board meetings
- Preparation/Review of Board resolutions
- Preparation/Review of contracts
- Representation and preparation for litigation and arbitration

All proposals shall include the following minimum information:

1. Name of the individual(s) to be assigned to perform the tasks.
2. Professional experience and education of the individual(s) to be assigned including a listing of experience with the Barnegat Township Board of Education and/or experience with other New Jersey public entities.
3. A statement concerning the ability of the firm/individual to perform tasks assigned by the District in a timely fashion.
4. Professional licenses and certifications held by the individual(s) to be assigned.
5. A description of the support staff available to the individual(s) to be assigned.
6. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2010.
7. A list of four professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to your experience in the requested service.
8. A copy of the Certificate of Employee Information Report or Form AA-302 Initial Employee Information Report.

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9. A copy of your Business Registration Certificate.
10. A description of any previous services to the Barnegat Board of Education which provide the firm with a familiarity with the District.
11. Costs quoted to perform the specified services. PLEASE NOTE: These costs must be provided at the time of submittal.

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SUBMISSION REQUIREMENTS

All responses to this Request For Qualifications (“RFQ”):

1. Will be opened publicly in the Administration Building, 550 Barnegat Boulevard North, Barnegat, New Jersey 08005 commencing at 10:00 a.m., prevailing time, on April 16, 2009.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFQ, and the RFQ due date on the outside of the envelope.
3. Responses which are to be hand delivered the day of the opening must be taken and presented to the Board Secretary at the time the responses to this RFQ are called for.
4. Responses to this RFQ which are to be mailed, shall be mailed to:

Dean Allison
Business Administrator/Board Secretary
Barnegat Township Board of Education
550 Barnegat Boulevard North
Barnegat, NJ 08005

5. Responses to the RFQ must be received prior to 10:00 a.m., prevailing time on the date on which they are to be opened.
6. The Board will not be responsible for late mail deliveries and no responses to this RFQ will be accepted by the district if received after the time stipulated above.
7. An original and three copies of your response to this RFQ must be submitted for your response to be deemed complete.

SELECTION CRITERIA

The selection criteria to be used in awarding a contract or contracts described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested and references related thereto;

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3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the District;
4. Location (distance) of primary office in relation to the District Administrative Offices;
5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.

The Barnegat Board of Education shall award professional services contract(s) to firm or firms that best meets the needs and interests of the District.

The Board reserves the right to negotiate all the terms and conditions of a professional services contract with the successful firm or firms to obtain the most cost advantageous services for the District.