

**DENNIS TOWNSHIP SCHOOL DISTRICT
PUBLIC NOTICE**

The Dennis Township School District is seeking proposals for the Professional Services listed below from July 1, 2019 through June 30, 2020. Specifications are available on the district's website (www.dtschools.org) or through Paige Sharp-Rumaker, School Business Administrator/ Board Secretary, 601 Hagan Road, Cape May Court House, NJ 08210, (609) 861-2821 x112. Proposals are due in the business office by 11:00 am, February 14, 2019.

Board of Education Solicitor

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The selected solicitor will be expected to provide specialized professional services to the Board. Because such services, at times, represent emergency situations, the solicitor will be expected to return phone calls to the Board on the same day. The solicitor will be expected to be available during non-business hours, including attendance at evening meetings.

Minimum Qualifications:

Solicitor's firm shall have at least five years' experience in representing public entities. One attorney shall be designated to represent the interests of the Board. This individual shall have been admitted and/or licensed in his/her profession in NJ and be in good standing. The firm and assigned solicitor shall be well versed in all aspects of school law and school district operations.

The Board of Education would prefer an annual flat fee structure for routine district business, including attendance at Board of Education meetings. Meetings are tentatively scheduled for the first Thursday of each month at 5:30 p.m. and average two and a half (2 ½) hours per month. Litigation and special education issues would be billed hourly as necessary. Invoices shall follow payment requirements and restrictions pursuant to NJSA 18A:19-1 et seq. An alternate fee structure would provide a flat fee for attending monthly Board of Education meetings and hourly billing for all other services.

If awarded a contract, your firm shall be required to comply with the requirements of NJSA 10:5-31 et seq. and NJAC 17:27.

The proposal shall include the following items:

1. Description of firm's experience.
2. Description of individual solicitor's expertise.
3. Fee structure
4. NJ Business Registration Certificate
5. Proposed contract including required Affirmative Action Language
6. Evident of appropriate Affirmative Action Compliance
7. Political contributions disclosure form

Please send two copies of the proposal.

The contract will be awarded as a professional service in accordance with NJSA 18A:18A-51(1).

Evaluation of Proposal

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 NJSA 19:44A-20.4 et seq.

The proposals will be evaluated by the Board of Education based upon information supplied by each Professional in response to this RFP and the following criteria:

1. Ability to meet all minimum qualifications.
2. Overall knowledge and familiarity with the operations of the school district.
3. Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in NJ.
4. Qualifications and experience of the professional.
5. Qualifications and experience of other members of the professional's firm.
6. 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 professional services.