

**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 x 112. Proposals are due in the business office by 11:00 am, February 14, 2019.

Labor Attorney

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The selected professional will be expected to provide specialized professional services to the Board of Education during the school year (July 1, 2019-June 30, 2020) 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 professionals. Because such services, at times, represent emergency situations, the professional will be expected to return a phone call on the same day. The professional should provide general information for school administration as changes occur in legal obligations and requirements. The professional will be required to attend Committee and Board Meetings when issues relating to negotiations and employment contracts arise. The Dennis Township Education Association Agreements for 2017-2020, the Contract of Employment with the Superintendent for 2015-2019 and the Dennis Township Administrator's Association Agreement for 2018-2021 are settled.

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.

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 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 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.