

ESTELL MANOR BOARD OF EDUCATION

Business Office
218 Cape May Avenue
Estell Manor, NJ 08319

The Estell Manor Board of Education invites applications from interested school board attorneys to provide legal services as per the following:

Request for Proposal School District Legal Services

Term: July 1, 2024 to June 30, 2025

All proposals are to be submitted in writing by Wednesday, May 15, 2024 by 3:00 PM to:

Rose M. Millar
School Business Administrator/Board Secretary
Estell Manor Board of Education
218 Cape May Avenue
Estell Manor, NJ 08319
OR via email to rmillar@estellmanorschool.com

SCHOOL SOLICITOR

All statements of qualifications for professional service contracts shall include at a minimum the following information.

1. Firm's name and names of individuals who will perform required tasks as well as the listing of the resumes, licenses, and/or qualifications of each.
 - 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 typically encountered by a prek-8 school system.
 - B. Identify a person who will serve as back up to the primary person.
 - C. 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 Estell Manor Board of Education.

Minimum Qualifications:

1. Solicitor's firm shall have at least one (1) licensed professional on staff whose primary focus of practice has been and remains providing professional services to and advising school boards. Said person(s) should have at least five (5) years' experience in representing school districts and shall be the designated professional(s) within the firm who will be assigned to represent the interest of the School District. This individual(s) shall have been admitted and/or licensed in his/her profession and be in good standing.

2. The firm and individual(s) assigned to work with the School District shall be well versed in all aspects of the School District's operations and education law, including special education matters.

Scope of Services:

- Provide comprehensive legal services in the capacity of Board Solicitor.
- Representation of the Board in all legal matters related to the operation of the school district including but not limited to:
 1. Litigation and Disputes
 2. Arbitration
 3. Special Education matters
 4. Construction and facilities issues
 5. Labor related issues
 6. Proceedings before the Commissioner and State Board of Education, Public Employment Relations Commission, the Division on Civil Rights, and other State and Federal agencies.
- In person attendance at board meetings is not required but may be occasionally requested. Travel time will not be compensated for professional services.
- Review of documents such as contracts and bid specifications.
- Perform legal research and render legal opinions.
- Telephone conferences, correspondence, and interoffice conferences between and among attorneys.
- Review of policies, regulations and procedures.

Provide general legal counsel and advice to designated administrators and officers of the Board.

Information beyond the minimum may also be submitted. Qualifications that fail to provide all information may be rejected at the sole discretion of the Board of Education.

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FORMS

AFFIDAVIT OF NONCOLLUSION

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, residing in the _____ of _____ in the County of _____ and State of _____, of full age, being duly sworn according to law on my oath depose and say:

I am _____ of the firm of _____, the firm responding to the request for proposals. I executed the response to request for proposals with full authority to do so. The firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above named request for proposals. All statements contained in the response to request for proposals and in this affidavit are true and correct, and made with the full knowledge that the _____ will rely upon the truth of the statements contained in the response to request for proposals and in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

Subscribed and sworn to before
me this _____ day of _____, 20____.

Notary Public of _____
My Commission expires ___/___/20____.

STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT

STATE OF _____)

SS:

COUNTY OF _____)

In accordance with the request for proposals and the provisions of P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:25-24.2), the undersigned being duly sworn according to law, deposes and says that the following is a list of the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein.

If one or more such stockholder or partner is itself a corporation or partnership, all stockholders holding a 10% or more of the corporation's stock or all individual partners owing 10% or greater interest in that partnership is also listed.

I.

Name of Corporation/
Partnership

Address

Name of Corporation/
Partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Corporation
Partnership who holds 10% or
more interest in the bidding
corporation/partnership

Address

Affirmative Action Questionnaire

The following questions must be answered by all prospective firms:

1. Do you have a federally approved or sanctioned Affirmative Action Program?

Yes_____ No_____

2. Do you have a State Certificate of Employee Information Report Approval?

(a) If yes, please submit a photo-static Copy of such certificate.

3. If the firm cannot present item one (1) or two (2), the firm is required to submit a completed Employees Information Report (Form AA 302) at the time of the award only.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE NJ.S.A. 10:5-31 et. seq., NJ.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or 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 any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or Good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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, affectional or sexual orientation, gender identity or expression, disability, nationality 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 personal 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.

In conforming with the targeted employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan
Approval Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

Acknowledgement receipt: _____(Bidder Signature)
_____ (Print name)

Public School References

1. Name of School District: _____

Name of District Contact: _____

Telephone: _____

2. Name of School District: _____

Name of District Contact: _____

Telephone: _____

3. Name of School District: _____

Name of District Contact: _____

Telephone: _____

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following reportable political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient Elected Official Committee/Candidate	Name of Contributor

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005-Chapter 271.

Name of Authorized Agent-_____ Title

Signature _____

Business Entity _____ Date _____

BID Title _____ RFQ Auditing Services _____

**List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26**

County Name: Atlantic

State: Governor, and Legislative Leadership Committees

Legislative District #: 1, 2, & 9

State Senator and two members of the General Assembly per district.

County:

Freeholders County Executive County Clerk Surrogate Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

Absecon City	Atlantic City	Brigantine City
Buena Borough	Buena Vista Township	Corbin City
Egg Harbor City	Egg Harbor Township	Estell Manor City
Folsom Borough	Galloway Township	Hamilton Township
Hammonton Town	Linwood City	Longport Borough
Margate City	Mullica Township	Estell Manor City
Pleasantville City	Port Republic City	Somers Point City
Ventnor City	Weymouth Township	

Boards of Education (Members of the Board):

Absecon City	Atlantic City	Buena Regional
Egg Harbor City	Egg Harbor Township	Estell Manor City
Folsom Borough	Galloway Township	Greater Egg Harbor Regional
Hamilton Township	Hammonton Town	Longport
Mainland Regional	Mullica Township	Estell Manor City
Pleasantville City	Somers Point City	Weymouth Township

Fire Districts (Board of Fire Commissioners):

Buena Borough Fire District No. 1	Buena Borough Fire District No. 2
Buena Vista Township Fire District No. 1	Buena Vista Township Fire District No. 2
Buena Vista Township Fire District No. 3	Buena Vista Township Fire District No. 4
Buena Vista Township Fire District No. 5	

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Name of Bidder: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Linwood Board of Education ("District") finds a person or entity to be in violation of the principles which are the subject of this law, they shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,
AND
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the District under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

