

CREATIVITY COLABORATORY CHARTER SCHOOL
457 Shirley Road,
Elmer, NJ 08318
(856)365-1000 X 103

2020-2021 PROFESSIONAL SERVICES REQUEST FOR PROPOSALS

Creativity Co Laboratory Charter School intends to award professional service contracts for the 2020-2021 school year (July 1, 2020 thru June 30, 2021) under the Fair and Open Process in accordance with N.J.S.A. 18A:18A:1 et seq, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey. The following professional services are:

- Auditor

Requests for Proposals are on file at the Business Administrator/Board Secretary's office at 879 Beideman Avenue, Camden New Jersey 08105 and may also be downloaded from the Board of Education's website at www.promiseacademycharter.org.

Submission

Proposing firms shall provide evidence that the documentation and minimum qualifications are met. *All envelopes containing proposals must state "Response to RFP for Professional Services – Do not open."* All proposals must be received by the Board of Education Business Administrator/Board Secretary no later than 12:00 PM on Tuesday, June 30, 2020 at which time they will be publicly opened. All questions concerning this notice should be addressed to Richelle H. Baughn, Business Administrator/Board Secretary at 856-365-1000.

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

Camden's Promise Charter School
879 Beideman Avenue
Camden, NJ 08105

Documentation Required

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 the proposal and on behalf of the board of education including resume.
 - b. Identify persons who will serve as back up to the primary person including resumes of all persons.
2. Describe ability to provide services in a timely fashion including a description of the firm staffing and a description of the firms' familiarity with the services required by the board of education. Provide a brief description of company background.
3. Listing of all current and former public entity and/or board of education clients.

4. References from current and previous public entity and/or board of education clients.
5. Professional Liability Insurance: The professional is to provide, at own expense, a comprehensive general liability insurance policy including professional liability, insuring against any and all claims for bodily injury or death resulting from performance and services by the professional, professionals employees, staff and agents. The insurance shall provide not less than \$1,000,000 with respect to injury or aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et. seq., which shall govern the terms and conditions of any such program. The board of education shall be listed as additional insured on the policy.
6. New Jersey Business Registration Certificate.
7. All responders must comply with Mandatory Equal Employment Opportunity Language N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) and N.J.A.C. 17:27.
8. W-9
9. Political Contribution Disclosure Form
10. Affirmative Action Questionnaire and Certification
11. Affidavit of Noncollusion
12. Disclosure of Investments in Iran
13. Fee Proposal
14. C.271 Political Contribution Disclosure Form
15. Stockholder's Disclosure Statement
16. Americans with Disabilities Act Statement
17. Debarment list affidavit

Evaluation of Proposals

The proposals will be evaluated by a committee of administration and board members based upon information supplied in response to the specific Request for Proposal and the following criteria:

- Ability to meet all minimum qualifications.
- Overall knowledge and familiarity with the operations of the board of education.
- Experience of the firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey.
- Qualifications and experience of the professional.
- Qualifications and experience of the other members of the professional's firm.
- The rates proposed. The proposal shall identify whether clerical and other overhead costs will be billed separately or are included in the rates proposed.

AUDITOR

Scope of Services:

Applicants will be expected to demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues.

Minimum Qualifications:

1. The firm must employ a minimum of two (2) 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 two (2) registered school board accountants licensed and qualified in that capacity for a minimum of five (5) years each prior to the appointment.
3. The firm must have a minimum of ten (10) years' experience in providing auditing services to boards of education within the State of New Jersey.
4. The firm must maintain a current principal office within the State of New Jersey.
5. The proposal must describe any special services available to school board clients.
6. The proposal must provide hourly billing rates for employees possibly assigned to service the board of education in addition to the rate proposed for the annual audit.