

**MT. EPHRAIM BOARD OF EDUCATION  
NOTICE OF SOLICITATION  
REQUESTS FOR QUALIFICATIONS**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Mt. Ephraim Board of Education located at 125 S. Black Horse Pike, Mt. Ephraim, NJ 08059 is seeking RFQ's for professional services to be provided to the Board of Education as listed below for the period July 1, 2011 to June 30, 2012:

Board of Education Solicitor,  
Board of Education Bond Counsel,  
Board of Education Auditor

Requests for qualification are on file at the Board Secretary/Business Administrator's office at 125 S. Black Horse Pike, Mt. Ephraim, NJ 08059 and may also be downloaded from the Board of Education's website [www.mtephraimschools.org](http://www.mtephraimschools.org).

All RFQ's must be received by the Board Secretary/Business Administrator no later than April 20, 2011 at the Board of Education office located at 125 S. Black Horse Pike, Mt. Ephraim, NJ 08059. All questions concerning this notice should be addressed to the Board Secretary/Business Administrator, Melissa Raywood at 856-931-4134.

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

1. Name 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 this proposal and on behalf of the Board of Education of Mt. Ephraim.
  - B. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. 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 Mt. Ephraim Board of Education.

**BOARD OF EDUCATION SOLICITOR**

**Scope of Services**

Specialized services required – The selected professional (Solicitor) will be expected to provide specialized professional services to the Board of Education during the entire year 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 professional. Because such services, at times, represent emergency situations, the solicitor will be expected to return a phone call to the Board of Education on the same day. The professional will also be expected to be available

to provide advice to the Board of Education during non-business hours including the attendance at meetings as requested.

### **Minimum Qualifications**

1. Solicitor's firm shall have three or more licensed professionals on staff whose major focus and work has been and remains providing professional services to and advising public entities.
2. The firm shall have at least ten (10) years experience in representing public entities.
3. The firm shall designate one professional within the firm who will be assigned to represent the interest of the School District. This individual shall have been admitted and/or licensed in his/her profession and be in good standing.
4. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School District's operations.

## **BOND COUNSEL**

### **Scope of Services**

The Board of Education desires to appoint an attorney or firm who will be the primary legal representative of the Board of Education in all matters relating to the issuance of bonds and bond anticipation notes of the Board. Applicant should demonstrate knowledge of municipal bond and finance law. Any experience or knowledge of matters that directly affect the Board of Education should be addressed.

### **Minimum Qualifications**

1. Must be licensed to practice law in the State of New Jersey and eligible to appear before all state and federal courts and administrative offices of the State of New Jersey for a period of not less than ten (10) years preceding appointment.
2. Must have a minimum of ten (10) years experience representing school boards in connection with the issuance of school board bonds and/or notes.

## **AUDITOR**

### **Scope of Services**

The Board of Education desires to appoint a firm of certified public accountants to act as board auditors for the Mt. Ephraim Board of Education. Applicant should demonstrate knowledge of board of education auditing laws and regulations and experience in providing advice to boards of education on records compliance issues. Any experience or knowledge of matters that directly affect the Mt. Ephraim Board of Education should be addressed.

### **Minimum Requirements**

1. The firm must employ a minimum of two (2) certified public accounts 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. Must have a minimum of ten (10) years' experience in providing auditing services to boards of education within the State of New Jersey.
4. Must maintain a current principal office within the State of New Jersey.
5. Must describe any special services available to school board clients.
6. Must list all past and present school board clients.
7. Must provide hourly billing rates for employees possibly assigned to service the Board of Education.

Any questions regarding this Request for Qualifications should be directed to Melissa Raywood, School Business Administrator of the Mt. Ephraim School District.

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

Mt. Ephraim Board of Education  
125 S. Black Horse Pike  
Mt. Ephraim, NJ 08059  
856-931-4134

All submissions must be received at the School District's Administrative Office by April 20, 2011 before 2:00 p.m. at which time they will be publicly opened.