

## **PUBLIC NOTICE**

Notice is hereby given that the Wayne Township Board of Education is requesting proposals for **SCHOOL DISTRICT PROFESSIONAL BUSINESS SERVICES** for 2023-2024. The Board invites the submission of proposals for the following service:

- 1) Insurance Brokerage Services
- 2) Treasurer of School Moneys
- 3) E-Rate Consultant
- 4) Financial Advisor
- 5) Auditors
- 6) Environmental Land Consultant
- 7) Environmental Service Consultant
- 8) Energy Savings Consultant
- 9) Communications Consultant
- 10) Architect of Record
- 11) Engineer of Record(Electrical & Plumbing)
- 12) Engineer of Record(Civil)
- 13) General Counsel
- 14) Employee Benefit Brokerage Services

Service providers responding to this request for proposal must indicate the following on the outside of the envelope: 1) the name and address of the service provider; (2) the service for which the response is submitted; and (3) "RFP – School District Professional Business Services Response". Responses are to be submitted by 11:00 AM, March 30, 2023 by via regular mail to the office of the Board Secretary/Business Administrator, 50 Nellis Drive, Wayne, New Jersey, 07470 or by email to [BA@Wayneschools.com](mailto:BA@Wayneschools.com).

Responses are to be detailed and comprehensive in addressing the service provider's qualifications so that the Board may deliberate in an efficient manner. Each professional service provider is required to submit the following information with its response: (1) list of qualifications and description of experience; (2) compensation proposal and/or proposed fee structure; (3) Other factors if demonstrated to be in the best interest of the Board; (4) Business Registration Certificate; (5) Letter of Affirmative Action Plan, Certificate of Employee Information Report or Employee Information Form AA302; and (6) Political Contribution Disclosure Statement. One copy is sufficient.

The Board of Education intends to appoint or award contracts to the successful service providers effective July 1, 2023. Services of the selected providers will commence immediately thereafter.

It is recommended that each response be hand delivered to the Business Administrator/Board Secretary. The Business Administrator/Board Secretary assumes no responsibility for delays in any form of carrier, email, regular mail or delivery service causing the response to be received by the Business Administrator/Board Secretary.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible service providers are encouraged to submit a response.