

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP
OF EASTAMPTON IN THE COUNTY OF BURLINGTON, NEW JERSEY
AWARDING AN INITIAL ONE YEAR CONTRACT FOR ITS
“PARAPROFESSIONAL AND STAFF SUPPORT SERVICES
PROGRAM”

2016-6-6

Whereas, the Board of Education of the Township of Eastampton in the County of Burlington, New Jersey (the “Board of Education,” when referring to the governing body, and the “School District,” when referring to the legal entity) seeks to outsource its paraprofessional and staff support services program (referred to herein as the “Program”); and

Whereas, the Board of Education hereby ratifies the use of competitive contracting in the contracting with an entity for the Program; and

Whereas, the Board of Education wants to contract the Program’s services to an outside entity; and

Whereas, the New Jersey Department of Community Affairs, Division of Local Government Services in a letter dated April 29, 2016 authorized the Board of Education to procure the Program’s contractor through a competitive contracting process, pursuant to the requirements of N.J.S.A. 18A:18A-4.1 et seq., which permits a contract term of five years; and

Whereas, in accordance with the requirements of the competitive contracting process, the Business Administrator/Board Secretary advertised request for proposals (RFPs) in the *Burlington County Times* on May 13, 2016, soliciting entities to respond to the Program’s RFP; and

Whereas, the Program’s RFP was also posted on the School District’s website on or about May 13, 2016; and

Whereas, the RFPs were evaluated based on the following five weighted criteria; and

<u>Criteria</u>	<u>Wt.</u>
Management	10%
Staffing Criteria	30%
Prior Experience/Performance Record	20%
Cost	30%
Financial Stability and Strength	10%
Total	100%

Whereas, proposals were due on June 6, 2016 at 9:00 a.m.; and

Whereas, proposals were received by the Business Administrator from Brett DiNovi & Associates, Insight, Mission One, and Staffing Plus; and

Whereas, the Board of Education wants to award an initial contract for one year with the ability of the successful respondent to renew the contract for four, one-year periods, provided that any price increase will depend on the following two conditions being met: (i) whether the proposed increase does not exceed the change in the cost-of-living index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract price is being reviewed; and (ii) the terms and conditions of the contractor's contract remain substantially the same; and

Whereas, the proposal submitted by Brett DiNovi & Associates, LLC failed to include the required certified check, cashier's check or bid bond and consent of surety, constituting a material breach of the RFP requirement and the requirements for several sections were not followed thereby deeming their report non-responsive and non-responsible; and

Whereas, the Brett DiNovi & Associates, LLC proposal was disqualified and was not reviewed because of its material breach to the RFP requirement; and

Whereas, the Business Administrator evaluated the proposals of Insight, Mission One, and Staffing Plus based on the five weighted criteria identified herein and prepared a written report dated June 9, 2016 (the "Report") that is attached hereto; and

Whereas, the results of that evaluation and amount of points given to the three proposals are as follows:

Criteria	Maximum Points Permitted	Staffing Plus	Insight	Mission One
Management	10	10	10	10
Staffing	30	30	30	30
Prior Experience/Performance Record	20	20	20	20
Cost	30	20	30	30
Financial Stability and Strength	<u>10</u>	<u>8</u>	<u>1</u>	<u>9</u>
Total	100	88	91	99

Whereas, in accordance with the requirements of the competitive contracting process, the Report was distributed as follows: (a) a copy was posted on the School District's website at least 48 hours prior to this meeting; (b) a copy was distributed to members of the Board of Education prior to this meeting; and (c) a copy was made available to any member of the public requesting the Report prior to this meeting; and

Now Therefore Be It Resolved by the Board of Education of the Township of Eastampton in the County of Burlington, New Jersey as follows:

- 1) That a one-year contract be awarded to Mission One based upon the findings in the Report. Such contract can be renewed for the second, third, fourth, and fifth years, provided that any change in the contract's price meets with the requirements of this resolution.

2) That the President and Business Administrator/Board Secretary are hereby authorized to sign a contract with Mission One and such contract shall incorporate the terms and conditions of the RFP for the contract period of July 1, 2016 to June 30, 2017.

3) That a notice of contract award—in the form attached hereto be published in the official newspaper of the School District within 10 days of the adoption of this resolution, summarizing the award of the contract, duration, and amount.

This resolution shall take effect immediately.

Notice of Contract Award

The Board of Education of the Township of Eastampton in the County of Burlington, New Jersey has awarded a contract for one year for the period of July 1, 2016 to June 30, 2017 to Mission One in accordance with the requirements of the competitive contracting, N.J.S.A. 18A:18A-4.3 et seq. The contract was awarded based on Mission One's response to a competitively advertised proposal to manage and administer the School District's "Paraprofessional and Support Staff Services Program." The initial contract is for one year and will be renewed for an additional four years, provided that any price increase does not exceed the change in the cost-of-living index rate for the 12 months preceding the most recent quarterly calculation available at the time the contract price is being reviewed, and the terms and conditions of the initial contract are substantially the same. Such contract will have a maximum term of five years. The contract, resolution, and report evaluating the proposals are on file for public inspection in the Business Administrator's Office.