

**HOBOKEN BOARD OF EDUCATION
REQUEST FOR QUALIFICATIONS (“RFQ(s)”)**

Notice is hereby given that the Hoboken Board of Education is seeking STATEMENTS OF QUALIFICATIONS from individuals or Firms (as appropriate) for the following **SCHOOL DISTRICT PROFESSIONAL SERVICES** for the period beginning as soon as practicable, but no later than July 1, 2017 and ending June 30, 2018. The Board invites the submission of qualifications for the following professional services:

Request for Qualifications (RFQ)

Accounting and Consulting Services
Architect of Record
Auditor
Environmental Engineer of Record
General Insurance Broker of Record
General Legal Counsel
Professional Negotiation Services
Treasurer of School Monies

Service providers responding to this request for qualifications 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) “RFQ – School District Professional Services Response”. Responses are to be submitted by **NO LATER THAN 3:00 PM, TUESDAY, MARCH 28, 2017**, to the office of the Business Administrator/Board Secretary, 158 Fourth Street, Hoboken, New Jersey 07030.

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.

The Board of Education intends to appoint or award contracts to the successful service providers effective no later than July 1, 2017. 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, 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.