

**MONROE TOWNSHIP BOARD OF EDUCATION  
NOTICE OF SOLICITATION  
REQUESTS FOR QUALIFICATIONS**

**Notice of Solicitation**

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 Monroe Township Board of Education located at 75 East Academy Street, Williamstown, New Jersey, 08094, is seeking RFQs for professional services to be provided to the Monroe Township Board of Education as listed below:

Flexible Spending Account – Third Party Administrator

All RFQs must be received by Earl J. Vassallo, Interim Business Administrator/Board Secretary of the Monroe Township Board of Education located at 75 East Academy Street, Williamstown, NJ, 08094, no later than 10:00 a.m. on Tuesday, September 13, 2011. All questions concerning this notice should be addressed to Earl Vassallo, Interim Business Administrator/Board Secretary, at 856-629-6400.

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

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 Monroe Township 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 Monroe Township Board of Education.
  - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Affirmative Action Language and Certificate (available on website)
3. Business Registration Certificate
4. C.271 Political Contribution Disclosure Form (available on website)

**Evaluation of Proposals**

The Monroe Township School District intends to award professional services contracts for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.