

Nutley Board of Education
BYLAWS
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Professional Services
0177 PROFESSIONAL SERVICES

In accordance with applicable law, the recommendations of the ad hoc procurement committee as presented at a meeting of the Board of Education on October 17, 2011, as well as any changes in law or any future recommendations of the State Comptroller regarding the procurement of professional services contracts for public schools the Board of Education will adhere to this Policy and its strategies to minimize the cost of professional services.

The Board of Education will establish annually a schedule of anticipated procurements as well as, prior to the budget preparation, a maximum dollar limit for each type of professional services anticipated in the upcoming budget year. The schedule shall be updated throughout the year, as needed and the district shall adhere to the procurement schedule through the year.

Contracts for professional services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. The district shall therefore adhere to the findings and recommendations of the ad hoc procurement committee, as well as any changes in law or any future recommendations of the State Comptroller regarding the procurement of professional services contracts for public schools, in its procurement of such contracts through a Request for Proposals (RFP) or Request for Qualifications (RFQ) process. The award of that contract shall be based upon a multitude of factors, including cost and other specified factors or other comparable processes. Specifically, the evaluation shall include an evaluation of the following: (a) management criteria (i.e., contractor's personnel structure/proposed staffing for contract); (b) technical criteria (analysis of approach proposed by contractor to provide requested services); (c) cost, and (d) prior experience and performance.

Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct. The Board's review shall be carefully memorialized in writing. In the event it becomes necessary to exceed the established

maximum dollar limit for a professional services contract, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts, nor shall this Policy preclude the Board from adherence to any future changes in laws and/or recommendations made by the State Comptroller's Office applicable to the procurement of professional services contracts by public school districts.

N.J.A.C. 6A:23A-5.2

Adopted: 20 October 2008
Revised: 20 December 2010
Revised: 19 December 2011