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0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

Contracts for professional services will be issued by the Board of the Education 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. 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 of Education will establish a schedule of anticipated procurements on an annual basis, as well as in conjunction with the preparation of the budget, identify the maximum dollar limit allowable for all 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 established procurement schedule.

In an effort to minimize the costs of professional services contracts, the district shall secure those services through a Request for Proposal (RFP) or Request for Qualification (RFQ) process. The process to be followed shall be consistent with all applicable laws, the findings and 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 award of all professional services contracts shall be based upon a multitude of factors, including cost and other specified factors or other comparable processes. Specifically, the evaluation shall include the following factors: (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.

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 and articulate the reasons supporting that recommendation. Any increase in the maximum dollar amount shall require formal Board action.



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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

