

**"TEAMWORK
FOR KIDS"**

BARNEGAT TOWNSHIP SCHOOLS

550 BARNEGAT BOULEVARD NORTH
BARNEGAT, NEW JERSEY 08005
(609) 698-5800 FAX (609) 698-6638

Thomas C. McMahon, Ed.D
Superintendent

March 31, 2006

Rosalind Ribaudo
Assistant Superintendent

Ms. Charlene Woner
Office of the Secretary
Laws & Commissions
PO Box 300
Trenton, NJ 08625-0300

Brian S. Falkowski
Board Secretary

Dear Ms. Woner:

*Barnegat Township
Schools*



*Proud of our
Accomplishments*

At its meeting on March 29, 2006, the Barnegat Board of Education adopted the enclosed policy for the competitive procurement of professional services contracts.

It is my understanding that this policy must be filed with your office upon adoption by the Board of Education.

If you require any additional information in order to file this policy, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to be 'B. Falkowski', written over a horizontal line.

Brian S. Falkowski
Board Secretary

Board of Education

BSF/ban
Enclosure

Linda J. Mitchell
President

cc: Thomas C. McMahon, Ed.D., Superintendent of Schools

Ralph Splendorio, Jr.
Vice President

Mark Bernstein

Scott Bilker

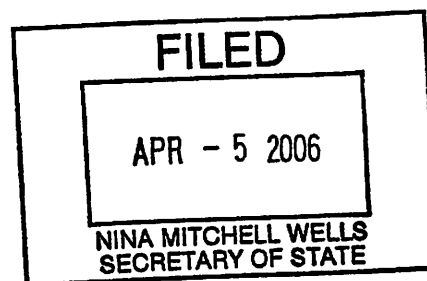
Sally Germano

Grady R. Gibson

Thomas Kostka

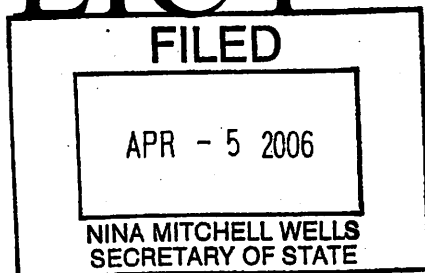
Kimberly Lally

Peter Minotti



POLICY

BARNEGAT TOWNSHIP BOARD OF EDUCATION



FINANCES
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Competitive Procurement of
Professional Services Contracts

6360 COMPETITIVE PROCUREMENT OF PROFESSIONAL SERVICES CONTRACTS

In accordance with the requirements of N.J.S.A. 19:44A-20.26, the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a "non-fair and open" contract to any business entity receiving a contract with an anticipated value in excess of \$17,500.00:

- A Business Entity Disclosure Certification (anytime prior to the award); and
- A Political Contribution Disclosure Form (at least ten days prior to award); and
- A Business Registration Certificate (anytime prior to award).

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

A "non-fair and open" procurement process is one that does not meet the standards defined in N.J.S.A. 19:44A-20.7 as a "fair and open process." "Fair and open" is defined as being:

- Publicly advertised (either conventionally in newspapers or posed on the district website) in sufficient time (at least ten calendar days) to give notice in advance of contract, and
- Awarded under "a process that provides for public solicitation or proposals or qualifications," and
- Awarded under criteria established in writing by the Board prior to the solicitation of proposals or qualifications, and
- Publicly opened and announced when awarded.

