

## **NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES**

**2017-2018**

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 Lower Township Board of Education located at 905 Seashore Road, Cape May, NJ 08204 is seeking RFQs for professional services to be provided to the Lower Township Board of Education as listed below for the period July 1, 2017 through June 30, 2018.

### **School-based Occupational Therapy Services.**

- Qualified, motivated, and ambitious Occupational Therapist
- Applicant must meet regulated licensure and/or state certification requirements
- Three or more years of Occupational Therapy experience required
- Compensation Proposal

#### **Responsibilities:**

-School-based Occupational Therapist General Job Responsibilities:

- Direct therapy to each child as required in his/her IEP, either individual or in group, in class or as a pull-out.
- Responsible for facilitating optimal effectiveness of the therapy services;
- Participation with the Child Study Team in the development of updated goals and objectives from IEPs based on progress in therapy sessions;
- Participation in Child Study Team meetings;
- Provision of treatment services designed to meet identified IEP goals and objectives;
- Provision of consultation and in-services designed to help school staff with service delivery in the classroom;
- Development of OT program and use of materials to meet student needs;
- Responsible for developing group schedules;

Anticipated Start Date: September 5<sup>th</sup>, 2017

### **Please submit your questions to:**

Debra Keeler, Supervisor of Special Services  
Lower Township Elementary School  
905 Seashore Road, Cape May, NJ 08204  
[dkeeler@lowertwpschools.com](mailto:dkeeler@lowertwpschools.com)

### **Please submit your proposal to:**

Proposals must contain an Affirmative Action **Certification of Employee Information Report** pursuant to N.J.A.C. 17:27-1.1 et seq., a **Political Contribution Disclosure Form** pursuant to N.J.S.A. 19:44A-20.23, and a State of New Jersey **Business Registration Certificate** pursuant to P.L. 2004, c. 57 and be submitted no later than 4:00 pm on **Friday, July 7, 2017** to:

John J. Hansen  
School Business Administrator/Board Secretary  
Lower Township Board of Education  
905 Seashore Road  
Cape May, NJ 08204  
Phone (609) 884-9400 x2605  
Fax (609)884-1812

**Any proposal received after the deadline will not be opened and will be returned to sender.**  
The Lower Township Board of Education intends to award professional services contracts for the defined scope of work under the Fair and Open Process in accordance with the N.J.S.A. 19:44A-20 et seq. at the district's **July 25<sup>th</sup>, 2017** Board Meeting. **A Certificate of Insurance with proper levels of coverage must be presented to the Board of Education upon award of contract and prior to working in the school district.**

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