



State of New Jersey  
DEPARTMENT OF EDUCATION  
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TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

KIMBERLEY HARRINGTON  
Commissioner

January 10, 2018

Mr. Stephen Brown, Board President  
Englewood Board of Education  
274 Knickerbocker Road  
Englewood, NJ 07631

Dear Mr. Brown:

SUBJECT: Englewood Public School District - Public School Contracts Law Violation  
OFAC Case #INV-046-17

The New Jersey Department of Education, Office of Fiscal Accountability and Compliance (OFAC), completed a review of the timing of the notice of addenda to the bid specifications for the Window and Exterior Door Replacement Project at Dwight Morrow High School in the Englewood Public School District (District). The review was initiated upon notification by the New Jersey Schools Development Authority of a potential violation of the Public School Contracts Law, N.J.S.A. 18A:18A-21c.(2) - Notice of revisions or addenda to advertisements. The results of the review, confirming that the timing of the notice was noncompliant with the aforementioned statute, are detailed in the attached report. Please provide a copy to each board member for his/her review.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," pursuant to N.J.A.C. 6A:23A-5.6, the District Board of Education is required to publicly review and discuss the findings in this report at a public meeting of the District Board of Education no later than 30 days after receipt of the report. Within 30 days of the public meeting, the District Board of Education must adopt a resolution certifying that the findings were discussed at a public meeting and approving a Corrective Action Plan (CAP) to address the findings raised in the report and/or submit an appeal of any findings in dispute. A copy of the resolution and the approved CAP and/or appeal must be sent to the OFAC within 10 days of adoption by the District Board of Education. Direct your response to my attention.

Also, pursuant to N.J.A.C. 6A:23A-5.6(c), you must post the findings of the report and the board's CAP on your District's website. Should you have any questions, please contact Thomas C. Martin, Manager, Investigations Unit, at (609) 376-3606.

Sincerely,

Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

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Attachments

[www.nj.gov/education](http://www.nj.gov/education)

**STATE OF NEW JERSEY**  
**DEPARTMENT OF EDUCATION**  
**OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**  
**INVESTIGATIONS UNIT**

**ENGLEWOOD PUBLIC SCHOOL DISTRICT**  
**PUBLIC SCHOOL CONTRACTS LAW VIOLATION**  
**OFAC CASE #INV-046-17**

**REPORT OF EXAMINATION**  
**JANUARY 2018**

Contracts Law pertaining to the bid solicitation. However, addenda was issued in less than the required seven day time period.

**RECOMMENDATION**

The District must develop and submit a Corrective Action Plan that will identify the procedures the District will implement to ensure future compliance with N.J.S.A. 18A:18A-21c(2).

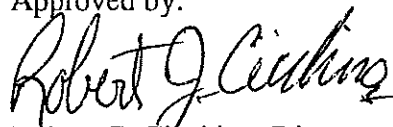
All of the bidders were contacted with respect to the District's modifications made to the bid specifications and no objections were made by any of the bidders; therefore, the OFAC will not seek a withholding of State funds under the provisions of N.J.A.C. 6A:26-14.1.

Submitted by:



Thomas C. Martin, Manager  
Investigations Unit

Approved by:



Robert C. Cicchino, Director  
Office of Fiscal Accountability and Compliance

Investigator:

Francesco Frangella

18-F-70


APPROVAL – CORRECTIVE ACTION PLAN FOR BID ADDENDA COMPLIANCE

TAB-09

WHEREAS, the Office of Fiscal Accountability and Compliance has completed a review and issued a report regarding bid addenda compliance for the Englewood Public School District; now

THEREFORE BE IT RESOLVED, the Englewood Board of Education approves the attached Corrective Action Plan and letter of explanation regarding bid addenda compliance for the district.

I do hereby certify that the foregoing  
is a true and exact copy of a resolution  
adopted by the Englewood Board of Education  
on 2/15/18  
Date

  
Board Secretary/Business Administrator

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME Englewood  
 TYPE OF EXAMINATION Bid Addenda Compliance  
 DATE OF BOARD MEETING February 15, 2018  
 CONTACT PERSON Cheryl Balleto  
 TELEPHONE NUMBER 201-862-6271

COUNTY Bergen

FAX NUMBER 201-567-5382

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	The district will utilize school architects to ensure that bid addenda provide the required seven business day notice per statute 18A:18A-21c(2)	A request for proposal will be developed for school architect services.	Business Administrator	02/15/2018

Robert Krout 2/21/18 Cheryl Balleto 2/21/18  
 Chief School Administrator Date Board Secretary/Business Administrator Date