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. Cuchino, Director
Office of Fiscal Accountability and Compliance

RJC[OA]investigation[frangella[SDA CASE585Englewood0ReportAddenda ROE_mb.docx
Attachments www.nj.gov/education

New Jersey Is An Equal Opportunity Employer * Printed on Recycled and Recyclable Paper
STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE

INVESTIGATIONS UNIT

INGLEWOOD 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

Investigator:
Francesco Frangella

Approved by:

Robert C. Cicchino, Director
Office of Fiscal Accountability and Compliance
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 2/21/18.

[Signature]
Board Secretary/Business Administrator

2/21/2018 10:03 AM
**NEW JERSEY DEPARTMENT OF EDUCATION**  
**OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**  
**CORRECTIVE ACTION PLAN**

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

Chief School Administrator  
2/21/18  
Date

Board Secretary/Business Administrator  
2/21/18  
Date