

**COLLINGSWOOD BOARD OF EDUCATION
100 LEES AVENUE
COLLINGSWOOD, NJ 08108**

REQUEST FOR PROPOSAL

A. PURPOSE:

The Collingswood Board of Education is seeking proposals from qualified respondents as follows:

High Impact Tutoring

B. SCOPE OF SERVICE:

The Collingswood Board of Education (LEA) is interested in organizations that provide tutoring services which include the following considerations:

- Render tutoring services at scale in alignment with the principles of high impact tutoring (see Quality of Standards, below);
- Provide a minimum of two (2) to three (3) sessions per week for each student, with recommended maximum ratio of three (3) students to one (1) tutor;
- Prioritize grades three (3) and four (4) but allow for LEAs to express additional needs;
- Demonstrate immediate capacity to serve more than 30 students.
- Conduct criminal background history clearance consistent with N.J.S.A.18A:6-7.1 and N.J.A.C. 6A:9B-4.2 for all tutors;
- Ensure tutors receive training and leverage high-quality instructional materials for tutoring;
- Align tutor training to research-backed best practices, the New Jersey Student Learning Standards (NJSLS) within the specific content area, and grade level(s) of support; and
- Ensure a sufficient number of tutors are immediately available and those tutors meet eligibility requirements prior to service.

C. QUALIFICATIONS AND REQUIREMENTS OF RESPONDENTS:

To be eligible, an organization must, at a minimum, provide the following:

- A. A previous project plan of a similar scale and concept that demonstrates experience in delivering tutoring programs for large numbers of students.
In addition, the project plan should confirm:
 1. proof of leadership and organizational skills, as well as strong project management and scheduling skills;
 2. experience with conducting and/or leading tutoring sessions in English language arts and math; and
 3. extensive working knowledge of assessment literacy and the ability to design instructional interventions in response to student data.
- B. Provide resumes/CVs and describe qualifications and experience of key leadership staff who will be involved in this project. In addition, attest that all tutoring staff:
 1. Are appropriately qualified and have been thoroughly vetted by the organization;
 2. Maintain U.S. teaching certification and/or experience teaching in US classroom(s) as a lead teacher

3. Have obtained criminal background history clearance consistent with N.J.S.A.18A:6-7.1 and
N.J.A.C. 6A:9B-4.2;
4. Hold experience tutoring in Mathematics or English language arts with the targeted grade levels, at a minimum, grades three (3) and four (4).

Additional Requirements for Organizations

- A. Vendors may be required to attend additional training pertaining, but not limited to, New Jersey Student Learning Standards in English Language Arts and Mathematics.
- B. Vendors shall be available and hold the technical capacity to lead and conduct tutoring sessions either in-person or virtually, during the regular business day and possibly before and/or after typical school hours.
- C. Vendors shall have experience delivering high-dosage tutoring programs in New Jersey in Math and ELA aligned to NJSLS
- D. Vendors shall have experience delivering wide scale high-dosage tutoring programs (e.g., at least two sessions a week for semester or year) in Math and/or ELA that served at least 1,000 students.
- E. Vendors shall be able to provide virtual tutoring delivered synchronously online using a video conferencing platform with both live video and audio.
- F. Vendors shall provide evidence of delivering increased student outcomes for high-dosage tutoring programs as measured by standardized assessments and/or standards-aligned pre- and post-assessments.
- G. Vendors should have access to a pool of at least 5,000 teachers with experience in U.S. classrooms.
- H. Vendors shall maintain the ability to pre-schedule sessions for semester or school year with a consistent tutor assigned to a student cohort for the duration of the program.
- I. Vendors shall provide a project manager who serves as point of contact for the tutoring program and responsible for ongoing progress updates regarding tutoring program efficacy.
- J. Vendors shall describe internal systems that ensure a 0% no-show rate for scheduled tutoring sessions.

Quality of Standards

Several recent studies have evaluated high-impact practices that have been leveraged to remediate unfinished learning resulting from the pandemic. In 2020, EdResearch for Recovery developed a series of evidence briefs written by leading educational experts to inform pandemic recovery strategies, which included a brief on specific, peer-reviewed research-based practices that characterize principles of high-dosage tutoring. In 2021, the National Bureau of Economic Research released a working paper and meta-analysis of almost 100 recent studies of tutoring in literacy and mathematics. Together, these study findings (among many others), suggest that high-quality tutoring programs consistently produced large improvements in learning outcomes for students, with measurable gains greater than other academic interventions. Most notably, these studies synthesize and propose several common criteria that can be used by LEAs as they evaluate vendors to consider for tutoring support for students.

Key findings include the following:

- **Staffing:** Programs led by appropriately qualified teachers or paraprofessionals with pedagogical content knowledge are generally more effective than those that used nonprofessional/volunteer or parent tutors. However, it is important to note adequate training and ongoing support are essential for all tutoring programs to be effective, irrespective of the background of the tutor.
- **Curriculum:** Programs based on high-quality instructional materials (inclusive of formative assessments) tightly aligned with the adopted curriculum reinforces and supports classroom instruction. Tutors and teachers can have more focused conversations if tutoring and classroom curricula and assessments are tightly aligned.
- **Data:** Programs that use diagnostic assessments to tailor instruction for individual students (or small groups) are most effective. Regular use of data and ongoing assessments throughout the program lead to a more precise intervention and stronger outcomes.
- **Frequency:** Programs that are delivered in high dosage (three or more sessions per week) or intensive, week-long sessions yield the best outcomes. Lower frequency/dosage and less intense interventions do not yield the same positive effects on student growth.
- **Schedule:** Programs conducted during the school day tend to result in greater learning gains than those held after school or during the summer. Targeted support received closer to the time of aligned instruction is most beneficial for students.
- **Size:** Programs are most effective when serving only a few students at a time. While a one to one ratio is optimal, tutors may be able to effectively serve up to three or four students at once. Beyond four students, instruction becomes less personalized and requires higher tutor skill to maintain efficacy.
- **Consistency:** Programs that ensure students have a consistent tutor over time allow for positive tutor-student relationships to develop and will lead to tutors being most responsive to specific needs of the student. In addition, informed matching of tutors to students can help tutors adopt specific strategies that best serve students from diverse backgrounds and students with specific learning needs.

Model Evaluation Criteria (5:34-4.2)

(a) The following, as appropriate to individual circumstances, shall be used as criteria for evaluating requests for proposals (RFPs) under the competitive contracting process described in N.J.S.A. 40A:11-4.1 et seq. and 18A:18A-4.1 et seq. These criteria are not intended to be limiting or all-inclusive, and they may be adapted or supplemented in order to meet a contracting unit's individual needs as competitive contracting may dictate. No criteria shall unfairly or illegally discriminate or exclude otherwise capable vendors.

1. Technical criteria:

i. Proposed methodology:

- (1) Does the vendor's proposal demonstrate a clear understanding of the scope of work and related objectives?
- (2) Is the vendor's proposal complete and responsive to the specific RFP requirements?

- (3) Has the past performance of the vendor's proposed methodology been documented?
- (4) Does the vendor's proposal use innovative technology and techniques?
- ii. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used?

2. Management criteria:

i. Project management:

- (1) How well does the proposed scheduling timeline meet the contracting unit's needs?
- (2) Is there a project management plan?
- (3) Can the vendor meet the contracting unit's needs for services as described in the RFP?

ii. History and experience in performing the work:

- (1) Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?
- (2) Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?
- (3) Does the vendor document industry or program experience?
- (4) Does the vendor have a record of moral integrity?

iii. Availability of personnel, facilities, equipment and other resources:

- (1) To what extent does the vendor rely on in-house resources vs. contracted resources?
- (2) Are the availability of in-house and contract resources documented?

iv. Qualification and experience of personnel:

- (1) Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?
- (2) Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?
- (3) Does the vendor demonstrate cultural sensitivity in hiring and training staff?

3. Cost criteria:

i. Cost of goods to be provided or services to be performed:

- (1) Relative cost: How does the cost compare to other similarly scored proposals?
- (2) Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented?

ii. Assurances of performance:

- (1) If required, are suitable bonds, warranties, or guarantees provided?
- (2) Does the proposal include quality control and assurance programs?

iii. Vendor's financial stability and strength:

- (1) Does the vendor have sufficient financial resources to meet its obligations?

I. Background questions

- a. Briefly describe your organization, in no more than 2-5 sentences.
- b. Are you applying as a consortium of multiple organizations working together? If yes, the questions below should be filled out for all organizations in the consortium.
- c. List organization's website.

- d. Describe organization type (non-profit, for-profit, etc.)
- e. How long has the organization been tutoring students?
- f. How many students has the organization tutored in a typical year?
- g. How many tutors does the organization currently employ?
- h. How will the organization expand to support the tutoring of 1,000 to 10,000 or more students?
- i. How will the organization recruit and train its new and existing tutoring to support the New Jersey High Impact Tutoring program?
- j. Where in New Jersey does the organization currently operate?
- k. Will the tutoring be virtual, in-person, or both?

II. Capability, Capacity, and Qualifications of the Vendor

- a. Please describe evidence of your organization’s prior successes in tutor recruitment, training, and/or instructional materials for tutoring.
- b. Explain how the organization has provided programs that meet the high-impact tutoring criteria described in Appendix A.
- c. Describe any program evaluations that demonstrate a positive impact on student achievement. Concrete, specific, and quantitative metrics are strongly preferred over qualitative descriptions. Independent research studies demonstrating effectiveness are particularly valuable.
- d. Include 1-2 supporting artifacts that demonstrate your organization’s ability to effectively provide tutoring services to LEAs. You must include evidence of success for all the services for which you are applying.
- e. List other state or local education agencies that you have partnered with in the past five years to provide similar services in a table similar to the one below. If any of those state or local education agencies terminated their contracts with your organization early, please explain.

LEA or SEA name	Years of contract	Services offered (recruitment, training, and/or instructional materials)	Brief Description	Terminated early? Yes/No (If yes, please explain)

- f. List a minimum of three (3) relevant client references, including client names, addresses, contact names with emails and phone numbers, dates of service, and type(s) of service(s) provided.
- g. Provide a statement of the approximate number of students and number of schools your organization can responsibly support, and how they would be served by your proposed team. Include the locations (specific New Jersey counties) that are able to be served by your organization.
- h. If working as a consortium of organizations, provide evidence of prior collaboration or existing MOUs between consortium entities.

III. Work Plan

- a. Describe your team’s proposed approach for carrying out the objectives and requirements of tutoring services outlined above as clearly, specifically, and completely as possible.
- b. Describe the program design, project activities, materials, and other products, services, and reports to be generated during the program(s) and relate them to the stated purposes.
- c. Please fill out a table similar to the one below, indicating the grade spans and subjects for which tutoring services will be offered:

Content	Grades	Offering tutor recruitment?	Offering tutor training?	Offering instructional materials?

- d. Briefly describe how your tutoring will be accessible to multilingual learners (English language learners) and students with disabilities.
- e. Explain in detail the plans to ensure the appropriate oversight of the tutoring experiences offered, either virtually or in-person, during the school day and/or before/after school, or on weekends. Policies differ across delivery methods, so supervision policies must explicitly address the different scenarios (i.e., if tutoring occurs during the school day or on school grounds, a certified teacher is needed, or parent supervision must be ensured if the session is conducted either remotely or in person at a location other than the school, etc.).

IV. Approach/Methodology

- a. Describe how your organization decided upon the work plan outlined above. Explain how your organization’s approach to tutoring services is aligned to research-backed national best practices.
- b. Provide a statement of how many cohorts of schools and students your organization can responsibly support, and how they would be served by your proposed team.
- c. Describe any approaches to recruit tutors with particularly useful skillsets, such as fluency in languages other than English or experience serving students with disabilities.
Note: Responding organizations with the ability to supply a higher number of tutors will be given preference over organizations supplying a smaller number of tutors.
- d. Identify the tutor types that would be recruited and provided to LEAs: college students, teacher candidates; current or retired teachers; paraprofessionals; community members; and others (list).
- e. Describe your organization’s training schedule for tutors, including total hours of training, content areas covered, method of delivery (synchronous vs. asynchronous; virtual vs. in-person training), and alignment to the principles of high-impact tutoring.
- f. Explain how your organization will serve the region or service areas identified in your application.
- g. Describe how your tutoring curriculum is NJSLs-based, high-quality, and how the proposed delivery approach is aligned with research-based instructional strategies for the given content area. Describe how data is used to make real-time shifts in individual supports.

- h. If applicable, identify if a curriculum-integrated online platform will be used to deliver services. If so, please describe it, its functionality, and how it supports student learning.

V. Cost Proposal

- a. Develop an overall budget. Include any breakouts by number of students served, hours of service, or cohort models that may be useful for LEAs to understand (e.g. costs per student for instruction of 3 x 30-minute periods per week for at least 10 weeks, etc.)
- b. Identify specific fixed and variable costs:
 - i. Hourly rate per instructor;
 - ii. Materials costs;
 - iii. Tutor management and support costs;
 - iv. LEA relationship management costs;
 - v. Reporting and analytic costs; and
 - vi. Operations costs, materials costs, etc.
- c. If there are price discounts for different usage levels (i.e. due to economies of scale), please describe them.

D. CONTRACT PERIOD:

The term of contract for High Impact Tutoring shall be from January 2023 through August, 2024.

E. COORDINATION OF ACTIVITIES:

All activities for this contract will be coordinated through the Administrative Offices of the Collingswood Board of Education, 100 Lees Avenue, Collingswood, NJ 08108 and addressed to Beth Ann Coleman, Business Administrator/Board Secretary, 856-962-5702, bcoleman@collsk12.org.

F. PRESENTATION PACKAGE – Submit the RFP Response

The Collingswood Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

The following shall be included in the presentation package:

1. Transmittal Letter - Proposal

Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and includes a commitment by that person to provide the service required by the Collingswood Board of Education.

2. Description of Services

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity, and service.

3. Qualifications – Relevant Experience

All respondents shall submit evidence and documentation highlighting qualifications and experience they have that will assist the district in the evaluation and selection process.

4. Fee Proposal

All respondents are to submit a fee proposal that compliments the service that is being requested. The district requests hourly rates as well as an estimate of the total cost to the board to assist in Bond referendum from the planning stage to the eventual sale of bonds as well as post bond referendum guidance.

5. Letter of Transmittal

The letter of transmittal is to be addressed and mailed to:

Beth Ann Coleman, Business Administrator/Board Secretary,
Collingswood Board of Education
100 Lees Avenue
Collingswood, NJ 08108

Reminder: The Letter of Transmittal and the Presentation Package are to be submitted with the RFP package.

G. SUBMISSION OF RFP PACKAGE:

All RFP Proposal Packages, including the Letter of Transmittal and the Presentation Package are to be addressed to:

Beth Ann Coleman, Business Administrator/Board Secretary,
Collingswood Board of Education
100 Lees Avenue
Collingswood, NJ 08108

Respondents are to include:

- One original RFP Package with original signature
- One copy of the RFP Package.

H. SUBMISSION DEADLINE:

The deadline to submit all RFP Packages is **Tuesday December 12, 2023 at 10:00 a.m.**

I. EVALUATION OF PROPOSALS:

A committee has been selected to evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the Request for Proposal. Committee members will be identified in the final report submitted to the board and also in the award of contract resolution.

All proposals are to be evaluated on the basis of whose response is the most advantageous to the school district and whose response will provide the highest quality of service at fair and competitive prices.

The Board of Education shall utilize a one hundred (100) point system in evaluating proposals.

Qualifications 25 points
The board will consider the experience and reputation in the field, the knowledge possessed of the subject matter.

Relevant experience/coordination 25 points
History and experience in performing the work, track record.

Hourly rate proposal/cost 50 points
How does the fee proposal compare to others? Is the proposal clear and fully explained and documented?

The Board reserves the right to (a) not select any of the candidates, (b) require the candidates to submit additional information, (c) waive any informalities in the qualifications and (d) procure the services through other sources if deemed most advantageous to the Collingswood School District. The Board's determination as to the candidate who is most advantageous to the goals and objectives of the Collingswood Board of Education shall be final and conclusive.

J. AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.

The procedures developed for the award of the contract constitutes a "fair and open" process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom shall be made within sixty (60) days from the date the proposals are opened.

The proposal must be concise and clear.

The consultant acknowledges that it has read this Request for Proposal in its entirety and understands it, and agrees to be bound by its terms and conditions.

Proposals must be submitted on time.

The Board reserves the right to reject any or all proposals

K. AUTHORIZATION TO WORK:

No service shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

L. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL:

- Affirmative Action Questionnaire;
- Stockholders Disclosure Statement;
- Vendor Questionnaire/Certification;
- New Jersey Business Registration Certificate;
- Chapter 271 Political Contribution Disclosure Form;
- Non-Collusion Affidavit; and
- W-9.
- Disclosure of Activities in Iran Form N.J.S.A. 18A:18A-49.4-
<http://www.state.nj.us/treasury/purchase/pdf/chapter25list.pdf>
- Disclosure of activities in Russia/Belarus
- Insurance- General Commercial Liability \$1,000,000, Professional Liability \$2,000,000, and Workers' Compensation- Statutory-Collingswood Board of Education in primary status.

M. CONTRACTS:

Upon notification of award of contract by the Collingswood Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the district such as but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the proposal specifications.

N. AFFIRMATIVE ACTION—EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC SCHOOLS

Each company shall submit to the Board of Education, after notification of award, but prior to execution of a goods and services contract, one of the following three (3) documents:

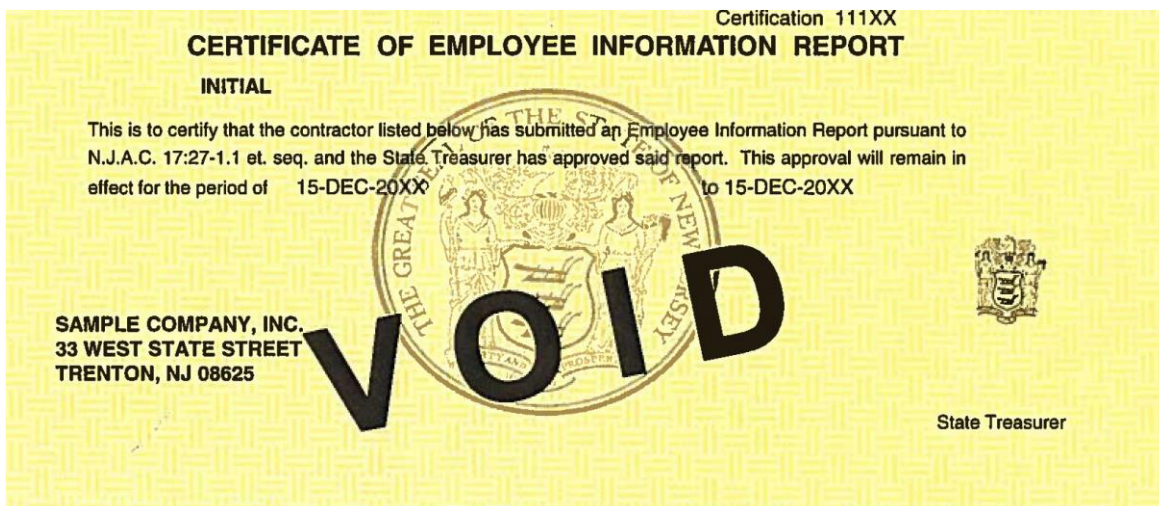
- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A certificate of Employee Information Report approval issued in accordance with N.J.A.C.17:27-4; or

- The successful bidder (respondent) shall complete an Employee Information Report, Form AA-302, and submit it to the Division of Purchase and Property Contract Compliance and Audit Unit with a check or money order for \$150.00 made payable to the Treasurer, State of NJ and forward a copy of the form and check/money order to the board of education. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations.

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of bid/proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal.

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

Sample Certificate of Employee Information Report



All respondents are **requested** to submit with their response, a copy of their firm's Certificate of Employee Information Report. Failure to submit the Certificate or other required documents prior to the execution or award of contract will result in the rejection of the bid/proposal.

O. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:42-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package may be cause for the rejection of the entire proposal.

Goods and Services

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; and **3)** during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor, or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609)292-9292.

P. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties, and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not resolve the contractor from potential liability for damages caused the District by the contractor’s breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

Q. FALSE MATERIAL REPRESENTATION - N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award, or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

R. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44a-20.13 (P.L. 2005 Chapter 271 Section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

Award of Contract - Reportable Contributions – N.J.A.C. 6A:23A-6.3 (a2)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c83 (codified as N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one-year period.”

Contributions During Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3 (a2,3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.”

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6-3

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6a:23a-6.3 (A2) Award of Contract.

S. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretation should be made in writing to the Purchasing Agent and must be received at least ten (10) days prior to the date fixed for the opening of Proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18a:18A-21 to the respondents by

certified mail or certified fax no later than seven (7) days, Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of Proposals. All addenda so issued shall become part of the contract document.

T. ANTI-BULLYING BILL OF RIGHTS—REPORTING OF HARASSMENT, INTIMIDATION AND BULLYING CONTRACTED SERVICE PROVIDER

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

U. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract may not subcontract any part of any work done or consign any contract for goods or materials for the Board without first receiving written permission from the Purchasing Agent.

The respondent by signing this proposal form, acknowledges that he/she has carefully examined the proposal specifications and documents; and further acknowledges he/she understands and is able to render the scope of activity and services outlined in the proposal.

Name: _____

Address: _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Authorized Agent _____ Title _____

Agent’s Signature _____ **Date** _____

All proposals must be received no later than **Tuesday, December 12, 2023 10 a.m.** All proposals are to be sent to:

Beth Ann Coleman, Business Administrator/Board Secretary
Collingswood Board of Education
100 Lees Avenue
Collingswood, NJ 01808
Phone # (856)962-5702 Fax # (856)962-5723

Proposal documents may be faxed to the district, however, an original copy must be mailed to the above address.

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

Vendor Questionnaire/Certification

Name of Company _____
Street Address _____ PO Box _____
City, State, Zip _____
Business Phone Number (____) _____ Ext. _____
Emergency Phone Number (____) _____
FAX No. (____) _____ E-Mail _____
Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

<u>Name of District</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Collingswood Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Collingswood Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I certify that I am not an official or employee of the Collingswood Board of Education.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND
PROPERTY DISCLOSURE OF INVESTMENT**

Quote Number:

Bidder/Offeror:

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE “ADD AN ADDITIONAL ACTIVITIES ENTRY” BUTTON.

Name	Relationship to Bidder/Offeror	Delete
Description of Activities		
Duration of Engagement	Anticipated Cessation Date	
Bidder/Offeror Contact Name	Contact Phone Number	

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Do Not Enter PIN as a Signature

Title:

Date: