

**EAST RUTHERFORD BOARD OF EDUCATION**  
**EAST RUTHERFORD, NEW JERSEY**

***REQUEST FOR PROPOSAL***  
***(RFP)***

Professional Services for  
Substitute Teacher & Highly Qualified  
Paraprofessional Staffing

**RFP 20-03**

Lameka Augustin, School Business Administrator/  
Board Secretary

Submission Date:

June 16, 2020  
10:00 AM

**Part I. Notice to Bidders**

The East Rutherford Board of Education (“Board”) is soliciting proposals for the purpose of entering into a contract for substitute teacher and highly qualified paraprofessional staffing for the 2020-2021 school year.

**PROPOSALS ARE**

**TO BE SUBMITTED TO:** Lameka Augustin  
School Business Administrator/Board Secretary  
East Rutherford Board of Education  
100 Uhland Street  
East Rutherford, New Jersey 07073

**BY: 10:00 a.m. PREVAILING TIME**

**ON: Tuesday, June 16, 2020**

by mail, delivery service or in person. No proposals will be accepted if they arrive after the date and time specified above.

**\*If you are planning to deliver your RFP in person, please contact 201-804-3100 ext. #2001.**

Two copies of the proposal should be submitted, together with a copy on a flash drive. Proposals must be placed in a *sealed* envelope/package, with the following information on the envelope.

Proposal No.:	<b>RFP 20-03</b>	Respondent:	<i>Name of Company</i>
Project:	<b>Substitute Staffing Services</b>		<i>Address</i>
Date:	<b>Tuesday, June 16, 2020</b>		<i>City, State Zip</i>
Time:	<b>10:00 a.m.</b>		

**Failure to properly label the proposal envelope may lead to the rejection of the proposal.**

All Proposals must be submitted on forms provided in this Request for Proposals (“RFP”) package, which may be obtained on the Board’s website, or from the Board’s Business Administrator’s office at the address above, or by phone 201-804-3100, ext. 2001

If awarded a contract, respondent shall be required to comply with the requirements of N.J.S.A. 10:5-31, et seq. and N.J.A.C. 17:27-1.1, et seq.

Contracts will be awarded based on the most advantageous responses as determined by the Board. The Board reserves the right to waive informalities in proposals and to reject any and all proposals, or parts thereof, if deemed in the best interests of the Board to do so.

## **Part II. Instructions to Respondents**

### **1. Submission of Responses**

Sealed responses shall be received, open and read by the Board's Business Administrator/Board Secretary on the date and time set forth in the Notice to Bidders.

Each document required to be submitted by the respondent (see Bid Proposal Checklist, **Schedule 1, pg. 14**) must be properly completed in accordance with this RFP.

Sealed responses forwarded to the Board before the time of opening of bids may be withdrawn upon written application of the respondent. Once bids have been opened, they shall remain binding offers for a period of sixty (60) calendar days.

Each respondent shall sign the documents to be submitted, where applicable, as follows:

- For a corporation, by an authorized principal executive officer;
- For a partnership or sole proprietorship, by a general partner or the proprietor respectively; or
- By a duly authorized representative.

### **2. Proposals & the Proposal Form**

On the Proposal Form (see **Schedule 2, pgs. 16-17**), the respondent must state the prices offered, written or typed in ink, in words and numbers for each item requested. Any changes, corrections, whiteouts or strikeouts in the proposal must be initialed in ink by the person signing the bid.

If the amount shown in words and its equivalent in figures in the Proposal Form do not agree, the written words shall be binding. In the event there is a discrepancy between the unit prices and the extended totals, including any formula, the unit prices shall prevail.

Prices should be quoted without any federal or state taxes as the Board is exempt from such taxes.

Each respondent submitting a proposal for a service contract shall include in his proposal price all labor, materials, equipment, services, and other requirements necessary, or incidental to, the completion of the services, and other pertinent work as hereinafter described, in accordance with the RFP documents.

On the Proposal Form the respondent should set forth prices for all the services requested

3. Interpretations and Addenda

No interpretation of the meaning of the RFP will be made to any respondent orally. Every request for such interpretations should be made in writing to the School Business Administrator and must be received at least 7 business days prior to the date fixed for the opening of proposals. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addendum. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c). Failure of the respondent to acknowledge receipt of all addenda shall not relieve respondent from any obligation.

4. Objections To Bid Documents

All potential respondents are advised to examine the RFP carefully. Any potential respondent who wishes to challenge the RFP shall file such challenge in writing as set forth above in **Part II, Section 3** no less than three (3) business days prior to the opening of the bids. Challenges filed after that time shall be considered void and having no impact on the Board or the award of a contract. N.J.S.A. 18A:18A-15.

5. Examination of Specifications, Acknowledgement

The respondent, by submitting a proposal, acknowledges that he has carefully examined the RFP documents, addenda (if any), and the site; and that from his investigation, he has satisfied himself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the services, and that as a result of such examination, he fully understands the intent and purpose thereof, his obligations thereunder, and that he will not make any claim for, or have any right to damages, because of the lack of any information.

6. Interested Parties

No employee, elected or appointed officer or official of the Board, or member of the immediate family of any such person, may respond to this RFP or have a financial interest in the services.

7. Award of Contract; Resolution; Number of Days

Any contract awarded under this process will be made by resolution of the Board, or by the Board Business Administrator/Board Secretary per N.J.S.A. 18A:18A-36 & -37. The award must be made within sixty (60) days of the receipt of the proposals, however subject to extension pursuant to N.J.S.A. 18A:18A-36 (a).

It is the intention of the Board to award the contract to the respondent(s) whose response is the most advantageous to the Board, price and other factors considered, and who will provide the highest quality service at fair and competitive prices. The Board reserves the right to award contracts to multiple contractors when it is in the best interests of the Board.

Failure to execute and return the contract and required documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Board with any financial security becoming property of the Board. The Board reserves the right to accept the proposal of another responsible respondent.

8. Coordination of Activities

The following person will coordinate the activities for this proposal:

Name of Official: Giovanni Giancaspro  
Position Title: Superintendent of Schools

9. Presentation and Interviews

The Board may at its option require respondents of its choice to attend interviews and make presentations to district officials. This process may only take place after proposals have been opened and reviewed and prior to the completion of the evaluation.

10. Documents/Materials Required To Be Submitted With Proposal

- A. *Checklist* The respondent is required to complete and submit the Proposal Checklist (see **Schedule 1, pg. 15**) indicating the respondent has submitted the documents referenced therein.
- B. *Bid Proposal Form* The respondent is required to complete and submit the Proposal Form (see **Schedule 2, pgs. 16-17**) with its response.
- C. Each respondent shall acknowledge receipt of addenda (see **Schedule 3, pg. 18**), if any such addenda have been issued.
- D. *Affidavit of Non-Collusion* The affidavit of non-collusion (see **Schedule 4, pg. 19**), shall be completed, executed and submitted with the bid.
- E. *Chapter 271 Political Contribution Disclosure Form* Business entities (excluding those that are not non-profit organizations) receiving contracts in excess of \$17,500 from a board of education, are subject to the provisions of N.J.S.A. 19:44A-20.26. See N.J.A.C. 6A:23A-6.3 & Local Finance Notice 2010-3. Accordingly, respondents should submit a completed Political Disclosure form, the instructions for which and a blank copy of which are attached hereto as **Schedule 5, pgs. 20-24**.
- F. *Iran Disclosure Of Investment Activities Form* N.J.S.A. 52:32-55, et seq. (P.L. 2012, c.25) prohibits State and local public contracts with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Said law is applicable to school boards. N.J.S.A. 18A:18A-49.4 The respondent shall, therefore, complete and submit with its proposal the Iran Disclosure form included as **Schedule 6, pg. 25** attached to the RFP.

G. *Statement Of Ownership* New Jersey law, N.J.S.A. 52:25-24.2, provides that no corporation or partnership shall be awarded any state, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein. If one or more of such stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the ten percent (10%) ownership criteria has been listed. Accordingly, the statement (see **Schedule 7, pgs. 26-27**) must be completed and submitted with the bid.

H. *Statement of Qualifications* The respondent should set forth its qualifications to perform the services required, including its experience, other districts served, its familiarity with the East Rutherford School District, as well as addressing those criteria set forth in the Statement of Services. (See **Part III, pg. 12**)

11. Documents That Are Requested to be Submitted With Proposal, But Not Mandatory

A. *AFFIRMATIVE ACTION—EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC SCHOOLS*

Each company shall submit to the Board, after notification of award, but prior to execution of a goods and services contract, **one** of the following three 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
- An employee information report (Form AA302) provided by the Department of Treasury, Division of Purchase & Property and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of the bid/proposal. See **Schedule 8, pg. 28**. 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, which language is as follows:

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127)**

**N.J.A.C. 17:27 et seq.**

**GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges,

universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods or services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: [http://www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1. et seq.

**B. *Business Registration Certificate (N.J.S.A. 52:32-44)***

Contractor shall comply with the requirements of the Business Registration law, N.J.S.A. 52:32-44 (P.L. 2004, c. 57). Contractor shall provide a copy of its business registration upon execution of the Agreement. The Contractor agrees to the following mandatory language:

Pursuant to N.J.S.A. 52:32-44, the Board ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.



Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, 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 the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

#### C. *Insurance Certificate*

It is requested, but not required, that the respondent submit with its proposal its Insurance Certificate indicating its insurance coverages.

### 12. Provisions That Will Be Included In the Contract

#### A. *Anti-Bullying Bill of Rights—Reporting of Harassment, Intimidation And Bullying Contracted Service Provider*

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. The district's Anti-Bullying Policy is available at:

<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5512&search=bullying&id=8123269e120b4bd38bfd33f99750a769>

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 subjected to harassment, intimidation, or bullying shall immediately report the incident to any school administrator, safe schools resource officer, the Anti-Bullying Coordinator, the Anti-Bullying Specialist or the School Business Administrator/Board Secretary.

*B. Contractor/Vendor Requirements—Office Of The New Jersey State Comptroller*

Pursuant to N.J.A.C. 17:44-2.2 (see also N.J.S.A. 52:15C-14(d)), the respondent shall maintain all documentation related to products, transactions or services under the contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

*C. Criminal History & Employment Background Checks—N.J.S.A. 18A:6-7.1, & -7.6, et seq.*

Providers for the services of this contract, shall comply with the criminal background checks verification requirements of N.J.S.A. 18A:6-7.1 to 7.5 and the employment history review requirements of N.J.S.A. 18A:6-7.6 to 7.13. Providers shall submit to the school district prior to commencement of the contract, or upon hiring an individual, evidence or proof that each employee assigned to provide services and who comes in regular contact with students, has had a criminal history and employment background check, and furthermore, that said background check indicates no disqualifying history.

If it is discovered during the course of the contract that an employee has a disqualifying criminal or employment history or the employee has not had a criminal or employment history background check, that employee is to be removed as a service provider immediately.

*D. Affirmative Action Exhibit A Language Per **Section 11A***

This mandatory language will be attached to the contract for services.

*E. Business Registration Language Per **Section 11B***

The mandatory business registration language will be made a part of the contract for services

*F. Insurance*

The successful respondent shall be required to purchase and maintain in full force and effect insurance coverages with limits of not less than the following:

Commercial general liability coverage, written on a per occurrence basis, with a minimum of \$1,000,000 per occurrence, and \$2,000,000 aggregate. The general liability aggregate limit shall apply on a per project or per location basis, if applicable;

Workers' compensation coverage with limits in accordance with New Jersey Statutes;

Employers liability insurance limits shall be bodily injury by accident of \$1,000,000 each accident, bodily injury by disease \$1,000,000 each employee, bodily injury by disease \$1,000,000 policy limit; and

An umbrella policy with limits of not less than \$1,000,000 per occurrence.

The policies shall list the East Rutherford Board of Education, and its employees, officers, officials and agents, as additional insureds on the commercial general liability and automobile liability policies.

Each insurance policy shall contain a provision stating that neither the insured, nor the insurer may cancel, materially change, or refuse renewal without a minimum thirty (30) days prior written notice to the Board. In the event of cancellation due to non-payment of premiums, said notice shall be at least ten (10) days prior to cancellation. All insurance required pursuant to this section shall remain in full force and effect for the duration of the contract.

Each insurance policy shall provide that neither the successful respondent, nor its insurer, shall have any right to subrogation against the Board. Each insurance policy shall provide primary coverage for any and all losses and shall be drafted so as to protect all of the parties.

The insurance carrier(s) shall be approved to conduct insurance business in New Jersey with an A.M. Best rating of A or better, and shall be subject to approval by the Board.

The successful respondent shall provide the Board with declaration sheets and endorsements, and such other documents as requested by the Board evidencing the insurance coverage provided for herein.

#### *G. Indemnification*

The successful respondent shall defend and indemnify the Board and hold, it, its officers, agents, representatives and employees, harmless from any and all losses, claims, liabilities or damages of any kind, including attorney's fees and costs, for personal injury (including death), professional liability, damage to property or other liabilities of any kind resulting from, or arising out of, the performance, or lack thereof, of the successful respondent's, its employees' and its agents' obligations under the contract.

#### *H. Payments*

Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Board receives the appropriate documentation including but not limited to properly completed vouchers and invoices.

Payment will be rendered upon completion of services or delivery of the full order to the satisfaction of the Board, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion, make partial payments.

All payments are subject to approval by the Board at a public meeting. Payment may be delayed from time to time depending on the Board of Education meeting schedule.

I. *Political Contribution Annual Disclosure*

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](http://www.elec.nj.us).

J. *No Subcontracting; Assignment of Contract*

The successful respondent shall not subcontract or assign the services required under this RFP without first receiving written authorization from the Board.

K. *Affordable Care Act*

The Patient Protection and Affordable Care Act ("ACA") became effective January 1, 2014. The ACA has a look back period that determines substitute staff eligibility for healthcare insurance coverage.

The successful respondent shall be responsible for any health insurance coverage for which any substitute staff becomes eligible based on the number of hours worked. However, if the respondent notifies the Board in writing that a substitute staff person will reach eligibility for health benefits, and the Board thereafter requests that staff person to perform services in the District, the Board agrees to reimburse the respondent's cost of providing the minimum plan healthcare insurance coverage under the ACA.

L. *Notice of Non-Availability*

The successful respondent shall be required to immediately notify the Superintendent's Office upon the successful respondent knowing that it would not be able to staff any substitute position if needed by the District.

**PART III. Statement of Services**

1. The District

The East Rutherford School District (the "District") is a Bergen County based pre-kindergarten to 8<sup>th</sup> grade school district. The District is comprised of; one pre-k to 4<sup>th</sup>

grade school, and one 5<sup>th</sup> to 8<sup>th</sup> grade school. Current student enrollment is approximately 818 and there is a work force of approximately 120. The general fund budget for the 2020-2021 fiscal year is approximately \$19,970,153.00. Additional information can be found at [www.erboe.net](http://www.erboe.net).

## 2. Scope of Services and Deliverables

The purpose of this RFP is to obtain qualification and prices for substitute teacher and highly qualified paraprofessional staffing services. The services will include the management and placement of substitute teachers and paraprofessionals throughout the District's schools, grade levels and disciplines. The successful respondent shall comply with all local, state, and federal directives, orders and laws applicable to this request.

Services that shall be provided include, but are not limited to the following:

- a. The successful respondent shall recruit, screen, hire, train, place and track substitute teachers and paraprofessionals.
- b. The successful respondent shall provide a detailed training program for substitutes and highly qualified paraprofessionals to complete prior to placement in the District.
- c. The successful respondent shall ensure that all staff placed in the District shall have the proper credentials, medical clearance and appropriate background checks to work in a New Jersey Public School, as a substitute teacher or paraprofessional in a single classroom.
- d. The successful respondent shall provide a web based substitute placement and absentee management system and automated time clock, to which, the District shall have unlimited access.
- e. The successful respondent shall provide monthly reports to the Superintendent of Schools identifying all placements.
- f. The successful respondent shall reply to any and all inquiries made by the District's contact person within 1 business day.

## 3. Term

The term of the contract will be for the 2020 – 2021 school year.

## 4. Plan to Implement Services

The proposal must also include how respondent plans to implement and support items 2.a through 2.f above by providing the following:

- a. A detailed description of how respondent will provide the services;
- b. A description of respondent's recruiting, hiring, credentialing, and evaluation process;
- c. A description of the respondent's recruiting, hiring and credentialing processes for the State of New Jersey;

- d. The process and required paperwork to become a certified substitute in the State of New Jersey;
- e. The process and required paperwork to become a certified teacher in the State of New Jersey;
- f. The process and required paperwork to become a highly qualified paraprofessional in the State of New Jersey;
- g. Detailed information regarding meetings and communication with client;
- h. A detailed explanation of respondent's in-person training program for all newly and transitioning substitute teachers, including experience and credentials of Training Coordinators;
- i. A description of transition process to the respondent's program including:
  - 1. District implementation;
  - 2. Employee implementation; and
  - 3. Technology implementation;
- j. A description of the process to be followed when and if respondent cannot meet the demand for substitutes on a daily or on-going basis or late notification of an absence;
- k. Identification and description of the web based substitute placement and absentee management system and automated time clock system that will facilitate the services to be provided;
- l. A description of other services respondent will provide at no additional cost to the district; and
- m. A description of other services available to the District for additional compensation, such as substitute school nursing services.

5. Qualifications of Respondent

All respondents shall be duly authorized to do business by the State of New Jersey.

Competency, fitness and financial responsibility of respondents and staff will be considered in making the award. Respondent should support their claims of competency, fitness, and financial responsibility with evidence satisfactory to the Board.

The proposal must provide the following identifying information for the respondent:

- a. Name and Address;
- b. Length of time in existence;
- c. A brief description of respondent's background;
- d. A list of a minimum of ten (10) current boards of education clients having between 50 and 250 teaching employees. Please provide a contact name, title, and telephone number. Also please include the following:
  - 1. A description of the services being provided relevant to the completion of the services requested in this RFP;
  - 2. Identify any previous start-up issues, how they were handled, and procedures put in place to avoid them happening with the District's implementation;

3. Quantification of the average number of requests for teacher/paraprofessional substitutes that were unfilled on a daily/weekly basis;
4. Resumes of company personnel that will be assigned to handle the District's account;
5. Statement regarding the financial stability of the respondent and the ability of the respondent to perform the requested services included in this response; and
6. A disclosure of any contractual or personal relationship that exists or has existed between the respondent and any subcontractors and their employees and the East Rutherford Board of Education and its employees.

The respondent should also describe its plan for being able to provide substitutes to the District that already have experience in the District.

# **Schedule 1**

**Substitute Teacher/Paraprofessional Staffing Services  
RFP 20-03  
DOCUMENT CHECKLIST**

<b>X - Required with Bid * - Required with Contract</b>	<b>DOCUMENT</b>	<b>INITIAL</b>
<b>X</b>	<b>This Checklist</b>	
<b>X</b>	<b>Proposal Form</b>	
<b>X</b>	<b>Acknowledgement of Addenda</b>	
<b>X</b>	<b>Non-Collusion Affidavit</b>	
<b>X</b>	<b>Political Contribution Disclosure Form</b>	
<b>X</b>	<b>Disclosure of Investment Activities in Iran Form</b>	
<b>X</b>	<b>Statement of Ownership Disclosure</b>	
<b>X</b>	<b>Statement of Qualifications</b>	
<b>*</b>	<b>Affirmative Action Questionnaire or Cert. of Employee Info. Report</b>	
<b>*</b>	<b>Business Registration Certificate</b>	
<b>*</b>	<b>Insurance certificate</b>	
<b>*</b>	<b>Flash Drive and 2 copies of Proposal Documents</b>	



## Schedule 2

**Substitute Teacher/Paraprofessional Staffing Services  
RFP 20-03**

### **PROPOSAL FORM**

TO: East Rutherford Board of Education

FROM:

\_\_\_\_\_  
(Respondent)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Facsimile Number)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Cellular Phone Number)

\_\_\_\_\_  
(e-mail address)

The undersigned hereby agrees to provide complete performance in accordance with the RFP for the prices listed in this Proposal Form. The respondent represents that it has read and understands the RFP and that it has duly considered all information contained therein and at the location the services will be provided in the course of submitting its response. Moreover, submission of this response serves as the respondent's representation that if awarded the contract, it will not make any claims for, or have any right to, any concessions or damages because of lack of understanding of the RFP or lack of information concerning the services.

Set forth the amount the Board will be required to pay the respondent for the following positions:

1. Substitute teacher for full day (7 hours)

\$ \_\_\_\_\_

(price in figures) \_\_\_\_\_

(Price in Words)

2. Substitute teacher for half day (3.5 hours)

\$ \_\_\_\_\_

(price in figures) \_\_\_\_\_

(Price in Words)

*(Proposal form continues on next page.)*

3. Long term certificated teacher - full day (7 hours)  
\$ \_\_\_\_\_  
(price in figures) \_\_\_\_\_  
(Price in Words)

4. Highly Qualified Paraprofessional – full day (7 hours)  
\$ \_\_\_\_\_  
(price in figures) \_\_\_\_\_  
(Price in Words)

5. Highly Qualified Paraprofessional – half day (3.5 hours)  
\$ \_\_\_\_\_  
(price in figures) \_\_\_\_\_  
(Price in Words)

\_\_\_\_\_ (seal)  
(Contractor)

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Schedule 3**

**Substitute Teacher/Paraprofessional Staffing Services  
RFP 20-03  
ACKNOWLEDGEMENT OF ADDENDA**

The respondent acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The respondent shall list below the numbers and issuing dates of the Addenda.

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
_____	_____
_____	_____
_____	_____
_____	_____

**No Addenda Received**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## **Schedule 5 (Instructions)**

### **Substitute Teacher/Paraprofessional Staffing Services RFP 20-03**

## **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). However, the disclosure requirements of N.J.S.A. 19:44A-20.26 generally apply to any contract awarded by a board of education where the contract exceeds \$17,500, even where awarded by a “fair and open” process. See N.J.A.C. 6A:23A-6.3 & Local Finance Notice 2010-3. N.J.S.A. 19:44A-20.26 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.

The contractor must also complete a Statement of Ownership Disclosure. This will assist the agency in meeting its obligations under the law.

\* 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."

**Schedule 5 (Form)**

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

Required Pursuant To N.J.S.A. 19:44A-20.26 & N.J.A.C. 6A:23A-6.3

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

**Part I – Vendor Information**

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

**Part II – Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount

Check here if the information is continued on subsequent page(s)

**Continuation Page**  
**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**  
Required Pursuant To N.J.S.A. 19:44A-20.26 & N.J.A.C. 6A:23A-6.3

Page \_\_\_ of \_\_\_\_\_

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**State: New Jersey**

Phil Murphy – Governor and Legislative Leadership Committees

Legislative District #36:

Senator Paul A. Sarlo

Assemblyman Clinton Calabrese

Assemblyman Gary S. Schaer

**County Name: Bergen**

County Executive James J. Tedesco III

Anthony Cureton - Sheriff

Thomas J. Sullivan – Freeholder

Mary J. Amoroso – Freeholder

Steve Tanelli – Freeholder

Tracy Silna Zur – Freeholder

John S. Hogan – Bergen County Clerk

Michael R. Dressler – Bergen County Surrogate

Germaine M. Ortiz – Freeholder

David L. Ganz – Freeholder

Dr. Joan M. Voss – Freeholder

**Municipalities: East Rutherford**

Jeffrey J. Lahullier – Mayor

Nancy Banca – Councilman

Michael Lorusso – Councilman

Saverio Stallone – Councilman

Edward C. Ravettine – Council President

Daniel Alvarez - Councilman

George Cronk – Councilman

**Board of Education: East Rutherford**

Jason Bulger – Board President

Erin SHEMELEY – Board Member

Carlo Maucione – Board Member

Richard Vartan – Board Member

Debra Zoller – Board Vice President

Rachael Villanova – Board Member

Maria Caruso – Board Member

# Schedule 6

## Substitute Teacher/Paraprofessional Staffing Services - RFP 20-03 DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation Number: \_\_\_\_\_

Respondent/Bidder: \_\_\_\_\_

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 the 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 <https://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 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 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, PLEASE PHOTOCOPY THIS FORM.**

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

**Certification:** I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the East Rutherford Board of Education ("Board") is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Board to notify the Board in writing of any changes to the answers of information contained herein. I acknowledge 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 recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Board and that the Board at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name(Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Schedule 7

### STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership       Limited Partnership       Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II Check the appropriate box**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV 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/proposer; that the **EAST RUTHERFORD Board of Education** 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 **Board of Education** to notify the **Board of Education** 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, permitting the **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**Schedule 8**

**Substitute Teacher/Paraprofessional Staffing Services  
RFP 20-03**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

This form should be completed and returned with the proposal. However, the Board will accept in lieu of this Questionnaire, a current Affirmative Action Evidence—Certificate of Employee Information Report

1. Our company has a Federal Affirmative Action Plan approval.  Yes  No

*If yes*, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report  Yes  No

*If yes*, please attach a copy of the certificate to this questionnaire.

3. If you answered **“NO”** to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance: [www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury  
Division of Public Contracts/EEO Compliance  
P.O. Box 209  
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

I certify that the above information is correct to the best of my knowledge.

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_