



# **EAST RUTHERFORD PUBLIC SCHOOLS**

## **REQUEST FOR PROPOSAL**

### **WORLD LANGUAGE COACH**

**PROPOSALS DUE: June 17, 2024 at 10:00 AM**

### **NOTICE FOR REQUEST FOR PROPOSALS**

Notice is hereby given that pursuant to the requirements of N.J.A.C. 6A:23A-5.2 (a)(5), the East Rutherford Board of Education is requesting proposals (RFP) to obtain from interested and qualified firms a proposal to act as the World Language Coach as outlined in the RFP.

A copy of the RFP may be inspected or picked up at the Board offices between the hours of 8:30 AM and 1:00 PM, Monday through Friday, except holidays. All vendors submitting proposals must use and complete all forms and include all information required in the RFP. An original and two (2) copies of the Proposal must be submitted, in a sealed envelope with "RFP – World Language Coach" marked on the front of the envelope.

Proposals must be submitted to the East Rutherford Board of Education no later than Monday, June 17, 2024 at 10:00 AM. If sent by mail, it should be clearly marked as "Proposal for World Language Coach". The proposals should be addressed to Business Administrator, East Rutherford Public Schools, 250 Grove Street, East Rutherford, New Jersey 07073.

**EAST RUTHERFORD PUBLIC SCHOOLS**  
**OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**250 Grove Street, East Rutherford, NJ 07073**

**PHONE: (201) 804-3100 ext. 2002 FAX: (201) 933-2409**

[www.erboe.net](http://www.erboe.net)

The East Rutherford Board of Education invites applications from interested individual or firm to provide personalized professional development in the 2024-2025 school year. This Request for Proposal (RFP) aims to obtain proposals from qualified applicants for this position per the following:

**Request for Proposal**

**WORLD LANGUAGE COACH**

East Rutherford Public Schools is a K-8 school district comprised of 3 schools with approximately 775 students.

**I. Purpose:**

In accordance with N.J.S.A. 19:44A-20.4 et seq., the East Rutherford Board of Education is requesting proposals from individuals or firms in the State of New Jersey that wish to provide services as a World Language Coach to the East Rutherford Board of Education as directed by the Superintendent of Schools. Proposals and qualifications for the World Language Coach provider will be evaluated as a whole. It is the intention of the East Rutherford Board of Education to make this appointment for SY 2024-25. Pursuant to Title 18A-18A-5(1), professional services are not required to be bid or advertised, and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

**II. Scope of Service**

The purpose of this request is to seek a qualified World Language Coach to provide personalized professional development to K-8 teachers in our district. The World Language Coach will be responsible for assisting in the writing, revision, and implementation of the District's World Language Curriculum.

The services of the World Language Coach will include, but not limited to, the following:

- Develop and deliver professional development to K-8 teachers on effective World Language teaching strategies and methodologies
- Collaborate with the World Language Coordinator to align the curriculum with state and national standards, and ensure that it is culturally responsive and inclusive

- Work with teachers to develop appropriate assessments that align with the curriculum
- Observe classroom instruction and provide constructive feedback to teachers
- Provide ongoing support to teachers in the implementation of the curriculum, including modeling lessons and co-teaching
- Develop and maintain resources for teachers, such as, lesson plans, activities, and assessments
- Keep up-to-date with current trends and best practices in World Language education

East Rutherford Board of Education shall award a contract to an individual(s) or firm(s) that best meet(s) the needs and interests of the Board.

**Qualifications of Respondents – all submissions shall include the following minimum information:**

- A minimum of a Bachelor's degree in World Language, or related field
- A valid teaching certificate in World Language Education
- A minimum of 5 years of teaching experience in World Language education
- Experience in providing professional development to teachers
- Knowledge of current trends and best practices in World Language education
- Strong communication, collaboration, and interpersonal skills
- A cover letter that highlights their qualifications and experience
- A resume that includes their education, teaching experience, and professional development experience
- A brief summary of their approach to providing professional development to teachers
- A proposed timeline for completing the scope of services outlined in this Request for Proposal
- A proposed fee structure for their services

**Contract Period:**

- SY 2024 – 2025

**Format of Response:**

The East Rutherford Board of Education seeks from all participating respondent's 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.

**A. Transmittal Letter**

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the East Rutherford Board of Education.

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

Mr. Alessandro Verace  
School Business Administrator/Board Secretary  
East Rutherford Board of Education  
250 Grove Street  
East Rutherford, New Jersey 07073

**All proposals are due on Monday, June 17, 2024 at 10:00 A.M.** Submittals received after the date and time specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

**B. Description of Services**

Provide a description of all services to be rendered with a detailed explanation of how the services will be provided based on the items listed on item II Scope of Service. By submitting a proposal, the firm/individual acknowledges that he/she fully understands the scope of work, activity and service.

**C. Qualifications; Relevant Experience**

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

**D. Fee Proposal and Services**

Provide the total cost of the contract for the services requested, as well as a description on any additional days when students are not in session.

**E.** The firm acknowledges that he/she has read this Request for Proposal, has full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. **No facsimile or e-mail proposals will be accepted.**

**F.** The East Rutherford Board of Education reserves the right to reject any or all proposals in whole.

**G.** The East Rutherford Board of Education reserves the right to contact references provided with the proposal.

**H.** Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.

**I.** Include any additional information which you believe will be useful to the East Rutherford Board of Education in its selection process.

## **References**

Provide a list of the boards of education for which you have provided professional development and coaching in the area of World Language within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

## **Award of Contract**

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 it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on price and the qualifications of the firm and other factors considered.

## **Technical Criteria and Qualifications**

The following criteria will be considered by the Board in evaluating the proposals submitted in response to this Request for Proposals:

1. Compliance with the RFP – a detailed review for compliance against our solicitation materials.
2. Demonstrated Capabilities – Has the submitted proposal adequately demonstrated the company’s capabilities in providing the solution required to meet the District’s requirements?
3. A Complete and Compelling Response which will ensure there is a compelling argument relating to the District’s needs and that the Agency’s solution addresses the District’s concerns.
4. Contract amount.

## **Laws**

The Professional shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

## **Law Against Discrimination**

During performance of this contract, the Professional and his sub-consultants agree to comply with P.L. 1975, c.127, “Law Against Discrimination” in accordance with provisions described in Exhibit “A” attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at [http://www.state.nj.us/treasury/contract\\_compliance/pdf/njac1727ac.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf) or will be provided to you upon request.

### **Indemnification**

The Professional shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of legal services to the Board.

### **Insurance**

The Professional agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage:

- Workers' Compensation – In compliance with the Workers' Compensation Law of the State of New Jersey.
- Professional Liability – claims made basis in the annual aggregate \$2,000,000.00
- Errors and Omissions – A minimum limit of liability of \$1,000,000.00 per incident.
- Any other insurance as deemed necessary by the Board of Education.

Failure by the Professional to supply such shall result in default.

The insurance companies for the above coverage must be licensed by the State of New Jersey and acceptable to the Board. The Professional shall not take any action to cancel any of the insurance required under the agreement without the approval of the Board. The maintenance of insurance under this section shall not relieve the Professional of any liability greater than the insurance coverage.

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

### **Business Registration Certificate**

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. 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:

- No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the Project. Subcontractors through all tiers of a Project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

- The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.
- For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:32-44(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, 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, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Owner from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time.

### **Annual Political Contributions Disclosure**

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Attorney may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Attorney's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

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

- Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

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, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

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

Contributions reportable by the recipient under P.L. 1973, c.83 (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.

- Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

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.

### **Termination**

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.

### **SELECTION PROCESS/PROPOSAL EVALUATION**

1. All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.
2. All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, a committee made up school administrators will evaluate proposals based on the following evaluation criteria and will score each proposal based on the noted weights:
  - (a) The vendor's general approach to providing the services required under this RFP (10%).
  - (b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP; the qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP (40%).
  - (c) The overall ability of the vendor to mobilize, undertake and successfully complete the engagement within the timeline. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and

other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed; the vendor's contract management plan (20%).

(d) Pricing (30%)

**Checklist**

The following documents must be submitted for your proposal to be considered:

1. Proposal Details (following guidelines set forth on "Format of Response")
2. Business Registration Certificate
3. Disclosure of Investment Activities in Iran & Belarus
4. Affirmative Action Documentation or Questionnaire
5. Non-Collusion Affidavit