

**HOBOKEN BOARD OF EDUCATION
REQUEST FOR PROPOSALS (“RFP’s”)**

Notice is hereby given that the Hoboken Board of Education is seeking proposals from individuals or Firms (as appropriate) for the following **SCHOOL DISTRICT PROFESSIONAL SERVICES** for the period beginning on or around September 1, 2021 and ending June 30, 2022. The Board invites the submission of proposals for the following professional services as part of the Passport to Learning Afterschool Program:

Grade 6-12 Sailing Instruction

Grades K-8 Art Instruction

Grades K-8 Language Instruction

Grades K-8 Dance & Movement Instruction

Grades K-8 STEAM (Science, Technology, Engineering, Art, and Math) Instruction

A brief description of each program of instruction will be available on the district's website - http://www.hoboken.k12.nj.us/central_office/business_office/rfp_rfq_rfb

Professional service providers responding to this request for proposals should submit an ORIGINAL and at least one (1) COPY of their proposal and must indicate the following on the outside of the **SEALED** envelope: 1) name and address of the service provider; (2) service for which the response is submitted; and (3) “RFP – School District Professional Services Response”. Responses are to be submitted by **NO LATER THAN 3:00 PM, WEDNESDAY, SEPTEMBER 8, 2021**, to the office of the Business Administrator/Board Secretary, 524 Park Avenue, Hoboken, New Jersey 07030.

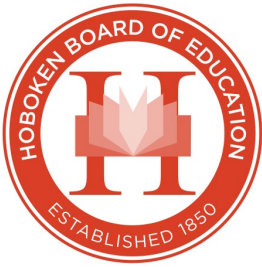
(Website: http://www.hoboken.k12.nj.us/central_office/business_office/rfp_rfq_rfb).

Responses are to be detailed and comprehensive in addressing the service provider's qualifications and experience so that the Board may deliberate in an efficient manner. Each professional service provider is required to submit the following information with its response: (1) list of qualifications and description of experience; (2) compensation proposal and/or proposed fee structure; (3) Other factors if demonstrated to be in the best interest of the Board; (4) Business Registration Certificate; (5) Letter of Affirmative Action Plan, Certificate of Employee Information Report or Employee Information Form AA302; (6) Political Contribution Disclosure Statement; and (7) IRS Form W-9. Successful providers will also be required to present a) proof of liability insurance – minimum of \$2M in coverage, with the Hoboken Board of Education named as Additional Insured – and b) evidence of successful criminal history background checks for “person serving in a position which involves regular contact with pupils” as per NJSA 18A:6-7.1.

The contract, if awarded, shall be awarded to the Professional Service Provider who submits a response which is deemed to provide for the highest quality of service at a fair and competitive price which is most advantageous to the Board, price and other factors considered, for the one-year contract period commencing on or around September 1, 2021 and concluding on June 30, 2022.

It is recommended that each response be hand delivered to the Business Administrator/ Board Secretary. The Business Administrator/Board Secretary assumes no responsibility for delays in any form of carrier, mail or delivery service causing the response to be received by the Business Administrator/Board Secretary.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible service providers are encouraged to submit a response.



HOBOKEN BOARD OF EDUCATION

524 Park Avenue ❖ Hoboken, NJ 07030 ❖ 201.356.3600 ❖ Fax: 201.356.3641

REQUEST FOR PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

GENERAL PROGRAM INFORMATION

PROGRAM LOCATIONS (Hoboken, NJ 07030):

- **Brandt:** 215 9th Street
- **Connors:** 201 Monroe Street
- **Wallace:** 1100 Willow Avenue
- **Hoboken Middle School:** 158 4th Street

PROGRAM GRADE BANDS:

- **K-2** / Kindergarten – Second (2nd) Grade
- **3-5** / Third (3rd) Grade – Fifth (5th) Grade
- **6-8** / Sixth (6th) Grade – Eighth (8th) Grade
- **9-12** / Ninth (9th) Grade – Twelfth (12th) Grade

PROGRAM TIMES:

- **K-2 & 3-5:** 3:15 PM - 4:15 PM
- **6-8:** 4:00 PM - 6:00 PM

PROGRAM DATES¹:

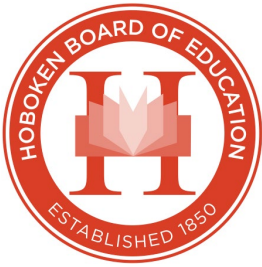
SEMESTER 1

		Monday/Wednesday	Tuesday/Thursday
September	Week 1	13/15	14
	Week 2	20/22	21/23
	Week 3	27/29	28/30
October	Week 1	4/6	5/7
	Week 2	13	12/14
	Week 3	18/20	19/21
	Week 4	25/27	26/28
November	Week 1	1/3	
	Week 2	8/10	9
	Week 3	15/17	16/18
	Week 4	22	23

SEMESTER 2

		Monday/Wednesday	Tuesday/Thursday
November	Week 1	29	30
December	Week 1	1	2
	Week 2	6/8	7/9
	Week 3	13/15	14/16
	Week 4	20/22	21
January	Week 1	3/5	4/6
	Week 2	10/12	11/13
	Week 3	19	20
	Week 4	24/26	25/27

¹ Calendar dates subject to change; exact dates to TBD based on student enrollment



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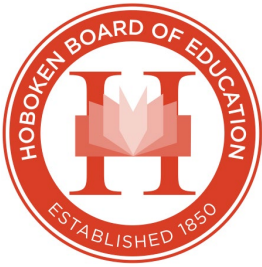
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		Monday/Wednesday	Tuesday/Thursday
February	Week 1	2	1/3
	Week 2	7/9	8/10
	Week 3	14/16	15
	Week 4		22/24

SEMESTER 3

		Monday/Wednesday	Tuesday/Thursday
March	Week 1	2	1/3
	Week 2	7/9	8/10
	Week 3	14/16	15/17
	Week 4	21/23	22/24
	Week 5	28/30	29/31
April	Week 1	4/6	5/7
	Week 2	11/13	12
	Week 3	SPRING BREAK	
	Week 4	25/27	26/28
May	Week 1	2/4	3/5
	Week 2	9/11	10/12
	Week 3	16/18	17/19
	Week 4	23/25	24/26
June	Week 1	1	2
	Week 2	6/8	7/9



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REQUEST FOR PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

PASSPORT TO LEARNING AFTERSCHOOL ENRICHMENT COURSE OVERVIEWS

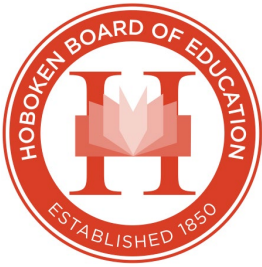
ART INSTRUCTION

PROGRAM DETAILS:

- Location(s):** Brandt Connors Wallace Hoboken Middle School
 Off-site
- Grade Band(s):** K-2 3-5 6-8 9-12
- Days:** Mon/Wed Tue/Thur TBD
- Time(s):** 3:15 pm – 4:15 pm (K-2/3-5) 4:00 pm – 6:00 pm (6-8) TBD

Hoboken School District is seeking an Art Instructor with experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to fine arts. The vendor must provide a creative, safe, structured and progressive classroom environment & curriculum that provides students with an artistic vehicle to self-expression. Classes offered will range in title and can include but not be limited to Watercolor Painting, Art Factory, Drawing, Comic Book Creation, Art Exploration, Book Building, and Painting.

School	Grade	Day	Time	Vendor/ Staff	Course	# of Sections/ Staff Needed
Brandt	3-5	T&TH	3:15 - 4:15	TBD	Drawing	1
Connors	3-5	M&W	3:15 - 4:15	TBD	Drawing	1
HMS	6-8	T&TH	4:15 - 6:00	TBD	Oil Painting	1
Brandt	K-2	M&W	3:15 - 4:15	TBD	Art Exploration	2
Wallace	3-5	M&W	3:15 - 4:15	TBD	Drawing	2
Connors	K-2	T&TH	3:15 - 4:15	TBD	Art Exploration	3
Wallace	K-2	T&TH	3:15 - 4:15	TBD	Art Exploration	3



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DANCE & MOVEMENT INSTRUCTION

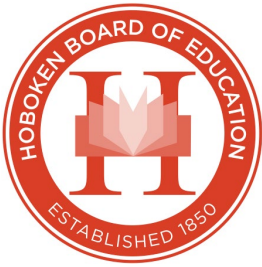
PROGRAM DETAILS:

- Location(s):** Brandt Connors Wallace Hoboken Middle School
 Off-site
- Grade Band(s):** K-2 3-5 6-8 9-12
- Days:** Mon/Wed Tue/Thur TBD
- Time(s):** 3:15 pm – 4:15 pm (K-2/3-5) 4:00 pm – 6:00 pm (6-8) TBD

Hoboken School District is seeking a Dance & Performing Arts Instructor with experience teaching students in grades K-8. Employees should have experience teaching students various methodologies, skills, and techniques related to Dance and Performing Arts. The vendor must provide a creative, safe, structured and progressive classroom environment & curriculum that provides students with an artistic vehicle to self-expression. Classes offered will range in title and can include but not be limited to Latin Dance, Hip Hop Dance, Fairy Tale Theatre, Dance Academy, and Monologuing.

Sample Dance Courses and Staffing Needed for Fall 2021 can be found below. Numbers are subject to change.

School	Grade	Day	Time	Vendor/ Staff	Course	# of Sections/ Staff Needed
Connors	K-2	T&TH	3:15 - 4:15	TBD	Dance Academy	1
Wallace	3-5	M&W	3:15 - 4:15	TBD	Latin Dance	1
Brandt	K-2	M&W	3:15 - 4:15	TBD	Dance Academy	2
Wallace	K-2	T&TH	3:15 - 4:15	TBD	Dance Academy	2



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STEAM (SCIENCE, TECHNOLOGY, ENGINEERING, ART, AND MATH) INSTRUCTION

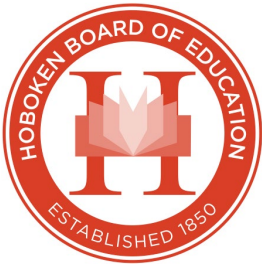
PROGRAM DETAILS:

- Location(s):** Brandt Connors Wallace Hoboken Middle School
 Off-site
- Grade Band(s):** K-2 3-5 6-8 9-12
- Days:** Mon/Wed Tue/Thur TBD
- Time(s):** 3:15 pm – 4:15 pm (K-2/3-5) 4:00 pm – 6:00 pm (6-8) TBD

Hoboken School District is seeking a vendor who has experience and established hands-on, project-based curriculum surrounding STEAM courses. The vendor must have experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to STEAM classes and the knowledge of how these classes extend and connect to the real world. The vendor must provide a creative, safe, structured and progressive classroom environment & curriculum that provides students with a vehicle to self-expression. Classes offered will range in title and can include but not be limited to Dinosaur Discovery, Whiz Kids, Physics Time, Investigating the World, Chess, Trash to Treasure: Sustainability through Art, The Science of Wizardry, Feel the Beat and Minecraft.

Sample STEAM Courses and Staffing Needed for Fall 2021 can be found below. Numbers are subject to change.

School	Grade	Day	Time	Vendor/Staff	Course	# of Sections/Staff Needed
Brandt	K-2	T&TH	3:15 - 4:15	TBD	Adventure at Sea	1
Brandt	K-2	T&TH	3:15 - 4:15	TBD	Dinosaur Discovery	1
Brandt	K-2	T&TH	3:15 - 4:15	TBD	Investigating the World around Us	1
Brandt	3-5	T&TH	3:15 - 4:15	TBD	National Treasure Hunt	1
Brandt	K-2	M&W	3:15 - 4:15	TBD	World of Wizards	2
Connors	K-2	M&W	3:15 - 4:15	TBD	Adventure at Sea	1
Connors	3-5	M&W	3:15 - 4:15	TBD	National Treasure Hunt	1
Connors	K-2	T&TH	3:15 - 4:15	TBD	World of Wizards	1
Wallace	K-2	M&W	3:15 - 4:15	TBD	Adventure at Sea	1
Wallace	K-2	M&W	3:15 - 4:15	TBD	Dinosaur Discovery	1
Wallace	K-2	M&W	3:15 - 4:15	TBD	Investigating the World around Us	1
Wallace	3-5	M&W	3:15 - 4:15	TBD	National Treasure Hunt	1
Wallace	3-5	T&TH	3:15 - 4:15	TBD	Physics Time	1
Wallace	K-2	T&TH	3:15 - 4:15	TBD	World of Wizards	1



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Chess

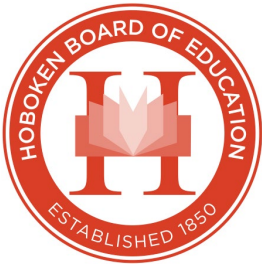
PROGRAM DETAILS:

- Location(s):** Brandt Connors Wallace Hoboken Middle School
 Off-site
- Grade Band(s):** K-2 3-5 6-8 9-12
- Days:** Mon/Wed Tue/Thur TBD
- Time(s):** 3:15 pm – 4:15 pm (K-2/3-5) 4:00 pm – 6:00 pm (6-8) TBD

Hoboken School District is seeking a vendor who has experience and established hands-on, project-based curriculum surrounding Chess courses. The vendor must have experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to Chess classes and the knowledge of how these classes extend and connect to the real world. The vendor must provide a creative, safe, structured and progressive classroom environment & curriculum that provides students with a vehicle to self-expression. Classes offered will range in title and can include but not be limited to Chess, Introduction to Chess, Advanced Chess

Sample Chess Courses and Staffing Needed for Fall 2021 can be found below. Numbers are subject to change.

School	Grade	Day	Time	Vendor/ Staff	Course	# of Sections/ Staff Needed
Brandt	3-5	M&W	3:15 - 4:15	TBD	Chess	1
Brandt	K-2	T&TH	3:15 - 4:15	TBD	Chess	3
Connors	3-5	T&TH	3:15 - 4:15	TBD	Chess	1
Connors	K-2	M&W	3:15 - 4:15	TBD	Chess	2
Wallace	K-2	M&W	3:15 - 4:15	TBD	Chess	3



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REQUEST FOR PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

REQUIREMENTS FOR RESPONDENTS

Each professional service provider is **required** to submit the following information with its

PROPOSAL:

- 1) list of qualifications and description of experience;
- 2) compensation proposal and/or proposed fee structure;
- 3) other factors if demonstrated to be in the best interest of the Board;
- 4) Business Registration Certificate;
- 5) Letter of Affirmative Action Plan, Certificate of Employee Information Report or Employee Information Form AA302;
- 6) Political Contribution Disclosure Statement; and
- 7) IRS Form W-9.

Successful respondents will be required to present:

- a) proof of liability insurance with a minimum of \$2M in coverage (the Hoboken Board of Education must be named as Additional Insured), and
- b) evidence of successful criminal history background checks for “person serving in a position which involves regular contact with pupils” as per NJSA 18A:6-7.1.

Successful respondents will also be required to communicate **weekly** with parents/guardians via email and must incorporate into their program proposals an appropriate number of projects that should be completed and brought home, displayed or performed by students.