



HOBOKEN BOARD OF EDUCATION

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

2022 – 2023 SCHOOL YEAR REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

(Passport to Learning Afterschool Program)

PROPOSALS DUE:
NO LATER THAN 3:00 PM
WEDNESDAY, JULY 20, 2022

**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 September 1, 2022 and ending June 30, 2023. The Board invites the submission of proposals for the following professional services as part of the Passport to Learning Afterschool Program:

Grades K-5

- Performing Arts Instruction
- Physical Fitness & Movement Instruction

Grades K-8

- Art Instruction
- Language Instruction
- Dance & Movement Instruction
- STEAM Instruction
- Chess Instruction

Grades 6-8

- Rock Climbing Instruction

Grades 6-12

- Sailing Instruction
- Skateboarding Instruction
- Cooking Instruction
- Archery 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

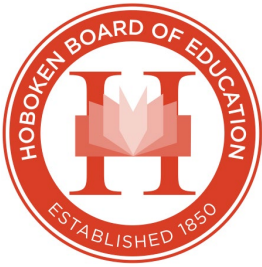
Professional service providers responding to this request for proposals should submit an ORIGINAL and at least one (1) COPY of their proposal and must indicate the following on the outside of the SEALED envelope: (1) name and address of the service provider; (2) service for which the response is submitted; and (3) “RFP – School District Professional Services Response”. Responses are to be submitted by **NO LATER THAN 3:00PM, WEDNESDAY, JULY 20, 2022**, 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 September 1, 2022 and concluding on June 30, 2023.

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.



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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:

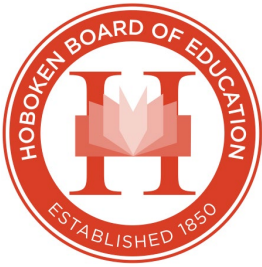
- **K-2 & 3-5:** 3:15 PM - 4:15 PM
- **6-8:** 4:00 PM - 6:00 PM

PROGRAM DATES¹:

SEMESTER 1

		Monday/Wednesday	Tuesday/Thursday
September	Week 1	12, 14	13, 15
	Week 2	19, 21	20, 22
	Week 3	28	27, 29
October	Week 1	3	4, 6
	Week 2	12	11, 13
	Week 3	17, 19	18, 20
	Week 4	24, 26	25, 26
	Week 5	31	
November	Week 1	2	1, 3
	Week 2	7, 9	
	Week 3	14, 16	15, 17
	Week 4	21	22
	Week 5	28, 30	29
December	Week 1		1

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



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SEMESTER 2

		Monday/Wednesday	Tuesday/Thursday
December	Week 2	5, 7	6, 8
	Week 3	12, 14	13, 15
	Week 4	19, 21	20, 22
	Week 4	WINTER BREAK (District Closed)	
January	Week 1	2, 4	3, 5
	Week 2	9, 11	10, 12
	Week 3	18	17, 19
	Week 4	23, 25	24, 26
	Week 5	30	31
February	Week 1	1	2
	Week 2	5, 8	7, 9
	Week 3	13, 15	14
	Week 4	22	21, 23
	Week 5	27	28

SEMESTER 3

		Monday/Wednesday	Tuesday/Thursday
March	Week 1	1	2
	Week 2	6, 8	7, 9
	Week 3	13, 15	14, 16
	Week 4	20, 22	21, 23
	Week 5	27, 29	28, 30
April	Week 1	3, 5	4
	Week 2	SPRING BREAK (District Closed)	
	Week 3	17, 19	18, 20
	Week 4	24, 26	25, 27
May	Week 1	1, 3	2, 4
	Week 2	8, 10	9, 11
	Week 3	15, 17	16, 18
	Week 4	22, 24	23, 25
	Week 5	31	30
June	Week 1		1
	Week 2	5, 7	6, 8
	Week 3	12, 14	13



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PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

PASSPORT TO LEARNING AFTERSCHOOL ENRICHMENT COURSE OVERVIEWS

ROCK CLIMBING 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

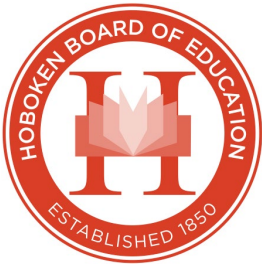
Hoboken School District is seeking expertise in the area of Rock Climbing Instruction for students in grades 6 - 8. Those submitting a proposal must have access to a Rock Climbing facility as well as trained experts in the field of rock climbing, top roping and bouldering. Respondents must have experience with teaching students in the skill, art, and safety of climbing within the posted grade levels.

SAILING 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 expertise in the area of Sailing Instruction for students in grades 6 - 12. Those submitting a proposal must have access to a waterway, preferably the Hudson River, as well as all necessary safety and sailing equipment needed to sail along the proposed waterway. Respondents must have experience with teaching students in the skill, art, and safety surrounding watersports and sailing that align with the posted grade levels.



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PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

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

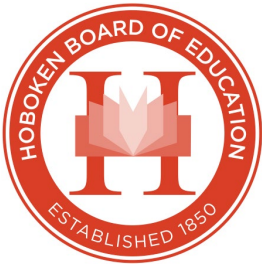
Hoboken School District is seeking an Art Instructor with experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to fine arts. The vendor must provide a creative, safe, structured and progressive classroom 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.

LANGUAGE 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 Language Instructor with experience teaching students in grades K-8. Employees should have experience teaching students various methodologies, skills, and techniques related to the culture and language chosen. The vendor must provide a creative, safe, structured and progressive classroom environment & curriculum that provides students with an evidence based approach to learning and/or being introduced to new languages. Classes offered, and languages taught, will range in title and can include but not be limited to German, Italian, Spanish, Hebrew, Latin, and French.



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PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

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, and Dance Academy.

PERFORMING ARTS 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 Performing Arts Instructor with experience teaching students in grades K-8. Employees should have experience teaching students various methodologies, skills, and techniques related to 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 Elements of Theatre, Play Practice, and Monologuing.



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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

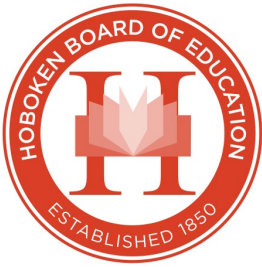
Hoboken School District is seeking a vendor who has experience and established hands-on, project-based curriculum surrounding STEAM courses. The vendor must have experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques 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, Physics Time, Investigating the World, Trash to Treasure: Sustainability through Art, The Science of Wizardry, and nature based courses.

CHESS 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 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 Intro to Chess and Chess 101.



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SKATEBOARDING INSTRUCTION

PROGRAM DETAILS:

- Location(s):** Brandt Connors Wallace Hoboken Middle School
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- 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

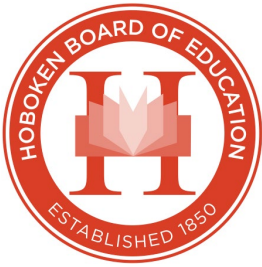
Hoboken School District is seeking a vendor who has experience and established hands-on, project-based curriculum surrounding Skateboarding instruction. The vendor must have experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to skateboarding 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 Skateboarding 101.

COOKING 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 cooking instruction. The vendor must have experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to cooking 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 Cooking Battle, Intro to Cooking, Cooking 101.



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PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

ARCHERY INSTRUCTION

PROGRAM DETAILS:

- Location(s):** Brandt Connors Wallace Hoboken Middle School
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- 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

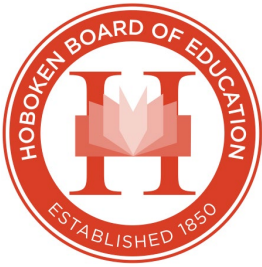
Hoboken School District is seeking a vendor who has experience and established hands-on, project-based curriculum surrounding archery instruction. The vendor must have experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to archery 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 Intro to Archery, and or Archery Instruction.

PHYSICAL FITNESS AND 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 vendor who has experience and established hands-on, project-based curriculum surrounding archery instruction. The vendor must have experience teaching students in grades K-8. Respondents should have experience teaching students various methodologies, skills, and techniques related to Physical Fitness and Movement as well as 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 Intro to Yoga and Mindful Fit.



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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) New Jersey 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 if contract is awarded), 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.

ADDITIONAL INFORMATION

Interested parties may submit questions related to the RFP via *email only* to Ms. Joyce Goode, School Business Administrator, at joyce.goode@hoboken.k12.nj.us

All questions regarding Bids/RFPs must be submitted no later than three business days prior to the designated time and date of the RFP opening. Answers to questions during the Q&A period will be posted to the district's RFP - RFQ - RFB page (<https://goo.gl/Naq9Rj>). **IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO MONITOR THE WEBSITE PERIODICALLY DURING THE Q&A PERIOD.**