



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, AUGUST 17, 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

- Physical Fitness & Movement Instruction

Grades K-8

- Art Instruction
- Language Instruction
- STEAM Instruction

Grades 6-8

- Rock Climbing Instruction

Grades 6-12

- 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_rfqrfb

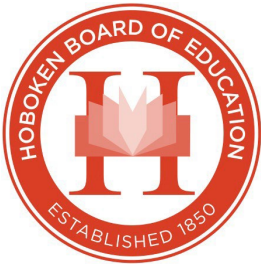
Professional service providers responding to this request for proposals should submit an ORIGINAL and at least one (1) COPY of their proposal and must indicate the following on the outside of the SEALED envelope: (1) name and address of the service provider; (2) service for which the response is submitted; and (3) “RFP – School District Professional Services Response”. Responses are to be submitted by **NO LATER THAN 3:00PM, WEDNESDAY, AUGUST 17, 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_rfqrfb).

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. **EMAILED PROPOSALS WILL NOT BE ACCEPTED.**

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:

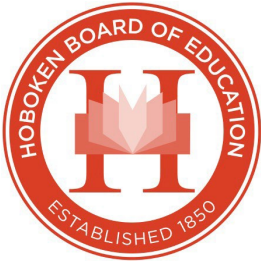
- **K-2 & 3-5:** 3:15 PM - 4:15 PM
- **6-8:** 4:00 PM - 6:00 PM

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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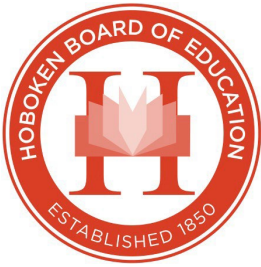
PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

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.

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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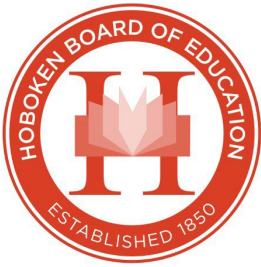
PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

ARCHERY INSTRUCTION

PROGRAM DETAILS:

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



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REQUIREMENTS FOR PROPOSAL

Vendor must submit the following as part of their proposal using the information from the included table (**see pages 8-9**) along with all additional required RFP documentation listed below:

- Submit a detailed course overview and framework for each unique class listed
- Provide staffing guarantee for each course and section of that course listed for the entirety of 2022 - 2023 school year*
- Provide a per student pricing cost only
- Proposals should incorporate an appropriate number of projects to be completed and brought home, displayed or performed by students
- Staff must communicate to families every Friday of the program with a course update via email for the entirety of 2022 - 2023 school year

**course sections and number of students is subject to change due to new registrations and cancellations*

REQUIRED DOCUMENTS

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 (per student pricing);
- 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.

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/Naa9Rj>).
IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO MONITOR THE WEBSITE PERIODICALLY DURING THE Q&A PERIOD.

Vendor must submit the following information using the information from the below table along with all required RFP documentation

- Submit a detailed course overview and framework for each unique class listed
- Provide staffing guarantee for each course and section of that course listed for the entirety of 2022 - 2023 school year
- Provide a per student pricing cost only
- Staff must communicate to families every Friday of the program with a course update via email for the entirety of 2022 - 2023 school year

* course sections and number of students is subject to change due to new registrations and cancellations

The below schedule reflects only Fall 2022 programming. This should be multiplied and planned for 3 semesters in total for the totality of 2022-2023 school year.

School	Grade	RFP Category	Day	Time	Course Topic	Approximate Student Numbers	Average # of Students Per Section	Sections	Staff Needed
Brandt	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Exploring Oceans	25	15	2	2
Connors	K-2	STEAM Instruction	M&W	3:15 - 4:15	Exploring Oceans	20	15	2	2
Wallace	K-2	STEAM Instruction	M&W	3:15 - 4:15	Exploring Oceans	20	15	1	1
Brandt	K-2	Art Instruction	M&W	3:15 - 4:15	Art Exploration	45	15	3	3
Connors	K-2	Art Instruction	T&TH	3:15 - 4:15	Art Explorations	25	15	2	2
Wallace	K-2	Art Instruction	T&TH	3:15 - 4:15	Art Explorations	30	15	2	2
Brandt	3-5	Art Instruction	M&W	3:15 - 4:15	Architectural Art	30	15	2	2
Connors	3-5	Art Instruction	T&TH	3:15 - 4:15	Architectural Art	10	15	1	1
Wallace	3-5	Art Instruction	T&TH	3:15 - 4:15	Architectural Art	10	15	1	1
Brandt	K-2	Physical Fitness & Movement Instruction	T&TH	3:15 - 4:15	Outdoor Games	60	20	3	3
Connors	K-2	Physical Fitness & Movement Instruction	M&W	3:15 - 4:15	Outdoor Games	25	20	2	2
Wallace	K-2	Physical Fitness & Movement Instruction	M&W	3:15 - 4:15	Outdoor Games	45	20	3	3
Brandt	3-5	STEAM Instruction	M&W	3:15 - 4:15	Building	30	15	2	2
Connors	3-5	STEAM Instruction	T&TH	3:15 - 4:15	Building	15	15	1	1
Wallace	3-5	STEAM Instruction	T&TH	3:15 - 4:15	Building	10	15	1	1
Brandt	3-5	Art Instruction	T&TH	3:15 - 4:15	Comic Book Creations	20	15	2	2
Connors	3-5	Art Instruction	M&W	3:15 - 4:15	Comic Book Creations	25	15	2	2
Wallace	3-5	Art Instruction	M&W	3:15 - 4:15	Comic Book Creations	20	15	2	2
Brandt	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Dinosaur Paleontology	25	15	2	2
Connors	K-2	STEAM Instruction	M&W	3:15 - 4:15	Dinosaur Paleontology	15	15	1	1
Wallace	K-2	STEAM Instruction	M&W	3:15 - 4:15	Dinosaur Paleontology	15	15	1	1
Brandt	3-5	STEAM Instruction	T&TH	3:15 - 4:15	Animal Time	15	15	1	1
Connors	3-5	STEAM Instruction	M&W	3:15 - 4:15	Animal Time	10	15	1	1
Wallace	3-5	STEAM Instruction	M&W	3:15 - 4:15	Animal Time	15	15	1	1
Brandt	K-2	Language Instruction	M&W	3:15 - 4:15	Espanol	15	15	1	1
Connors	K-2	Language Instruction	T&TH	3:15 - 4:15	Espanol	5	15	1	1
Wallace	K-2	Language Instruction	T&TH	3:15 - 4:15	Espanol	15	15	1	1
Brandt	K-2	STEAM Instruction	M&W	3:15 - 4:15	Space Exploration	25	15	2	2
Connors	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Space Exploration	15	15	1	1
Wallace	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Space Exploration	20	15	2	2
Brandt	K-2	STEAM Instruction	M&W	3:15 - 4:15	Rainforest Exploration	20	15	2	2
Connors	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Rainforest Exploration	5	15	1	1
Wallace	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Rainforest Exploration	15	15	1	1
Brandt	3-5	Physical Fitness & Movement Instruction	T&TH	3:15 - 4:15	Fit Minds	15	15	1	1
Connors	3-5	Physical Fitness & Movement Instruction	M&W	3:15 - 4:15	Fit Minds	15	15	1	1
Brandt	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Nature Time	25	15	2	2
Connors	K-2	STEAM Instruction	M&W	3:15 - 4:15	Nature Time	25	15	2	2
Wallace	K-2	STEAM Instruction	M&W	3:15 - 4:15	Nature Time	15	15	1	1
Wallace	3-5	STEAM Instruction	T&TH	3:15 - 4:15	Feats of Wonder	10	15	1	1
Brandt	K-2	STEAM Instruction	M&W	3:15 - 4:15	Science Extravaganza	45	15	3	3

The below schedule reflects only Fall 2022 programming. This should be multiplied and planned for 3 semesters in total for the totality of 2022-2023 school year.

School	Grade	RFP Category	Day	Time	Course Topic	Approximate Student Numbers	Average # of Students Per Section	Sections	Staff Needed
Connors	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Science Extravaganza	15	15	1	1
Wallace	K-2	STEAM Instruction	T&TH	3:15 - 4:15	Science Extravaganza	30	15	2	2
Brandt	3-5	STEAM Instruction	T&TH	3:15 - 4:15	Eww! Science	20	15	2	2
Connors	3-5	STEAM Instruction	M&W	3:15 - 4:15	Eww! Science	10	15	1	1
Wallace	3-5	STEAM Instruction	M&W	3:15 - 4:15	Eww! Science	15	15	1	1