



HOBOKEN BOARD OF EDUCATION

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

2023 – 2024 SCHOOL YEAR **REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES** (LEAP Summer Camp Program)

PROPOSALS DUE:
NO LATER THAN 3:00 PM
WEDNESDAY, FEBRUARY 15, 202



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REQUEST FOR PROPOSALS – PROFESSIONAL SERVICES (LEAP SUMMER CAMP PROGRAM)

HOBOKEN BOARD OF EDUCATION REQUEST FOR PROPOSALS ("RFP's"): PROFESSIONAL SERVICES

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 June 26th, 2023 and ending July 28th, 2023. The Board invites the submission of proposals for the following professional services as part of the LEAP Summer Camp Program:

GRADES K-2, 3-5, 6-8 SUMMER CAMP STAFF, CURRICULUM, AND RELATED SERVICES

- **Week 1** Summer Camp Program Vendor (06/26/23 - 06/30/23)
 - AM Camp Course & Staff - 8:00am - 11:00am
 - PM Camp Course & Staff - 12:00pm - 3:00pm
 - Full Camp Course & Staff - 8:00am - 3:00pm
- **Week 2** Summer Camp Program Vendor (07/03/23 - 07/07/23)
 - AM Camp Course & Staff - 8:00am - 11:00am
 - PM Camp Course & Staff - 12:00pm - 3:00pm
 - Full Camp Course & Staff - 8:00am - 3:00pm
- **Week 3** Summer Camp Program Vendor (07/10/23 - 07/14/23)
 - AM Camp Course & Staff - 8:00am - 11:00am
 - PM Camp Course & Staff - 12:00pm - 3:00pm
 - Full Camp Course & Staff - 8:00am - 3:00pm
- **Week 4** Summer Camp Program Vendor (07/17/23 - 07/21/23)
 - AM Camp Course & Staff - 8:00am - 11:00am
 - PM Camp Course & Staff - 12:00pm - 3:00pm
 - Full Camp Course & Staff - 8:00am - 3:00pm
- **Week 5** Summer Camp Program Vendor (07/24/23 - 07/28/23)
 - AM Camp Course & Staff - 8:00am - 11:00am
 - PM Camp Course & Staff - 12:00pm - 3:00pm
 - Full Camp Course & Staff - 8:00am - 3:00pm

A brief description of the general program structure and requirements 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, FEBRUARY 15, 2023**, 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).



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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) NJ 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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GENERAL INFORMATION RELATED TO THE REQUEST FOR PROFESSIONAL SERVICES

PROGRAM LOCATIONS (Hoboken, NJ 07030):

Locations are subject to change and relative to the activities offered. With a winning bid, location(s) will be determined by the Director of Innovative Programs.

- Hoboken High School
- Wallace Elementary School
- Louis Taglieri Field
- Hoboken Middle School

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

CAMP PROGRAM TIME DOMAINS & RELATED RESPONSIBILITIES:

- **AM Camp** - 8:00am - 11:00am
Responsible for all curriculum, programming, and operations related to the course.
- **PM Camp** - 12:00pm - 3:00pm
Responsible for all curriculum, programming, and operations related to the course.
- **Full Day Camp** - 8:00am - 3:00pm
Responsible for all curriculum, programming, and operations related to the course.
Responsible for attendance, arrival and departure procedures, and distributing District provided lunch.

PROGRAM DATES¹

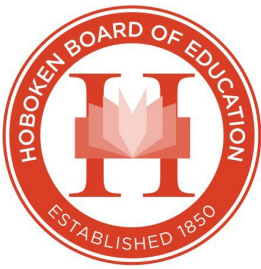
- Week 1 Summer Camp Program Vendor - 06/26/23 - 06/30/23
- Week 2 Summer Camp Program Vendor - 07/03/23 - 07/07/23
(No programming offered on 07/04/23)
- Week 3 Summer Camp Program Vendor - 07/10/23 - 07/14/23
- Week 4 Summer Camp Program Vendor - 07/17/23 - 07/21/23
- Week 5 Summer Camp Program Vendor - 07/24/23 - 07/28/23

SEARCHING FOR CAMP COURSES, CURRICULUM, AND RELATED STAFFING FOR THE FOLLOWING COURSE TITLES

- Course titles are subject to change based on students and community interest as well as vendor submissions
- Course offerings will only run based on enrollment numbers that will be dictated after registration opens

(Cont.)

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



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K-2 CAMP COURSES (If a camp course title is not listed that you would like to submit please submit it along with the rest of your application)

- **AM, PM, and Full Day Camp course services we are searching for are below but not limited to the following list**
 - Intro to Brazilian Jiu Jitsu Camp
 - Dance Camp
 - Tennis Camp
 - Swim Camp
 - STEAM Camp
 - Lego Engineering Camp
 - Art Camp

3-5 CAMP COURSES (If a camp course title is not listed that you would like to submit please submit it along with the rest of your application)

- **AM, PM, and Full Day Camp course services we are searching for are below but not limited to the following list**
 - Intro to Brazilian Jiu Jitsu
 - Dance
 - Tennis
 - Swim
 - STEAM Camp
 - Boys and Girls Lacrosse
 - Lego Engineering
 - Skateboard Camp
 - Lego Engineering Camp
 - Art Camp
 - Kayaking Camp
 - Stand Up Paddle Boarding Camp

6-8 CAMP COURSES (If a camp course title is not listed that you would like to submit please submit it along with the rest of your application)

- **AM, PM, and Full Day Camp course services we are searching for are below but not limited to the following list**
 - Intro to Brazilian Jiu Jitsu
 - Sailing Camp
 - Dance
 - STEAM Camp
 - Skateboard Camp
 - Lego Engineering Camp
 - Art Camp
 - Kayaking Camp
 - Stand Up Paddle Boarding Camp



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RESPONSIBILITIES FOR ALL CAMPS INCLUDE:

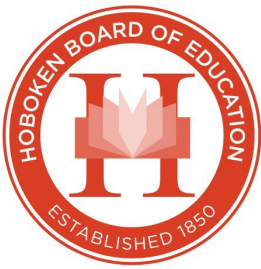
- Providing equipment, material, and all necessary supplies for the program's success
- Taking daily attendance
- Communicating with families via welcome email the week prior to the camp
- Communicating with families every Friday via email
- Working in conjunction with HPS staff member
- And any other duties related to the safety, security, health and integrity of the camp, program, and students
- Walking with students to camp location, or from camp location is the course your are applying deems it necessary

FULL DAY CAMPS

If applying for a FULL DAY CAMP, additional responsibilities include:

- Arrival attendance
- Dismissal attendance
- All parental communication
- All student behavioral and health concerns
- Distribution of district prepared lunch & snack

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.



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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) Completion of CHECKLIST related to submitted offerings (*see below*);
- 4) Other factors, if demonstrated to be in the best interest of the Board;
- 5) New Jersey Business Registration Certificate;
- 6) Letter of Affirmative Action Plan, Certificate of Employee Information Report or Employee Information Form AA302;
- 7) Political Contribution Disclosure Statement; and
- 8) 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.**

RFP Course Offering Checklist

- Completion of checklist related to offerings applying for must be submitted along with your application
- If this this not present your bid will be dismissed

SAMPLE: THIS IS JUST AN EXAMPLE								
Grade: K-2, 3-5, 6-8	Course Title	# of Students you can staff per section	# of Sections that you can staff	Camp 1 6/26/23 - 6/30/23 AM, PM or Full Day	Camp 2 7/3/23 - 7/7/23 AM, PM or Full Day	Camp 3 7/10/23 - 7/14/23 AM, PM or Full Day	Camp 4 7/17/23 - 7/21/23 AM, PM or Full Day	Camp 5 7/24/23 - 7/28/23 AM, PM or Full Day
K-2	Introduction to Brazilian Jiu Jitsu	20	1	AM	AM or PM	AM or PM	AM or PM	PM
3-5	Pottery	12	3	Full Day	Full Day	-	-	-
6-8	Screen Printing	12	2	PM	AM or PM	AM or PM	AM	PM
K-2, 3-5, 6-8	Swimming	12	3	Full Day	AM	AM	AM or PM	-

You must recreate the following RFP Course Offering Checklist and submit it along with your application.

Recreate & Complete the following Chart & Submit Along With Your Application								
Grade: K-2, 3-5, 6-8	Course Title	# of Students you can staff per section	# of Sections that you can staff	Camp 1 6/26/23 - 6/30/23 AM, PM or Full Day	Camp 2 7/3/23 - 7/7/23 AM, PM or Full Day	Camp 3 7/10/23 - 7/14/23 AM, PM or Full Day	Camp 4 7/17/23 - 7/21/23 AM, PM or Full Day	Camp 5 7/24/23 - 7/28/23 AM, PM or Full Day