



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 SPECIAL EDUCATION SERVICES (Certified Nurse Assistant)

PROPOSALS DUE:
NO LATER THAN 3:00 PM
TUESDAY, OCTOBER 18, 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 SPECIAL EDUCATION SERVICES** for the period beginning as soon as practicable but no later than November 1, 2022 and ending June 30, 2023. The Board invites the submission of proposals for the following special education services:

CNA – Certified Nurse Assistant

A brief description of the service 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 envelope: (1) the name and address of the service provider; (2) the service for which the response is submitted; and (3) “RFP – School District Special Education Services Response”. Responses are to be submitted by NO LATER THAN 3:00 PM, TUESDAY, OCTOBER 18, 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 contract period commencing as soon as practicable but no later than November 1, 2022 and ending 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)

BRIEF DESCRIPTION OF REQUIRED SERVICES

Certified Nurse Assistant(s) (CNA) to work with special needs children with health impairments. This position entails:

- Assisting student(s) to access and participate in school instruction during school hours*
- Administering lifesaving medications according to medical orders
- Assisting teachers and staff to make necessary accommodations
- Assisting student(s) with ambulation needs
- Helping student(s) safely navigate school activities in the school and in the community
- Documenting information for the purposes of updating the school record and tracking data needed for individualized education program planning
- Coordinating and communicating with staff on the early childhood education and child study teams
- Assisting with toileting needs
- Monitoring and assisting with medical equipment such as Dexcom, braces, wheelchair
- Assisting school nurse with other duties as needed

**School Hours are 8:30 am to 2:30 pm (Preschool) and 8:15 am to 3:00 pm (Kindergarten through Grade 12)*



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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) 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/Naq9Ri>).

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