

**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 SERVICES** for the period beginning as soon as practicable, but no later than, September 1, 2023 and ending June 30, 2024. The Board invites the submission of proposals for the following direct services and evaluations:

**Special Education Counsel**

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 Counsel Response”**. Responses are to be submitted by **NO LATER THAN 3:00 PM, THURSDAY, AUGUST 3, 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](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.

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 as soon as practicable, but no later than, September 1, 2023 and concluding on June 30, 2024.

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.