



HOBOKEN BOARD OF EDUCATION

524 Park Avenue ♦ Hoboken, NJ 07030 ♦ 201.356.3610 ♦ Fax: 201.356.3642

2023 – 2024 SCHOOL YEAR
**REQUEST FOR PROPOSALS FOR
SCHOOL DISTRICT PROFESSIONAL SERVICES**
(Passport to Learning After School Program
Dance & Theater)

PROPOSALS DUE:
NO LATER THAN 3:00 PM
TUESDAY, NOVEMBER 28, 2023

**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 Winter Semester beginning no later than December 4th, 2023 and ending February 29, 2024 with the option to renew for the Spring Semester beginning no later than March 4, 2024 and ending June 6, 2024. The Board invites the submission of proposals for the following professional services wanted, but not limited to, as part of the Passport to Learning Afterschool Program:

Grades K-5

- Dance Instruction
 - Introduction to Dance
 - Hip Hop
- Theater Instruction
 - Introduction to Theatre
 - Acting

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, TUESDAY, NOVEMBER 28, 2023**, to the office of the Business Administrator/Board Secretary, 524 Park Avenue, Hoboken, New Jersey 07030.

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(s) who submit(s) 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 Passport to Learning Winter Semester beginning no later than December 4th, 2023 and ending February 29, 2024 with the option to renew for the Spring Semester beginning no later than March 4, 2024 and ending June 6, 2024..

It is recommended that each response be hand delivered to the office of 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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REQUEST FOR PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM – DANCE & THEATER)

GENERAL PROGRAM INFORMATION

PROGRAM LOCATIONS (Hoboken, NJ 07030):

- **Brandt:** 215 9th Street
- **Connors:** 201 Monroe Street
- **Wallace:** 1100 Willow Avenue

PROGRAM GRADE BANDS:

- **K-1** / Kindergarten – First Grade
- **2-3** / Second Grade - Third Grade
- **4-5** / Fourth Grade – Fifth Grade

PROGRAM TIMES:

- **K-5:** 3:15 PM - 4:15 PM

Vendors will be responsible for Arrival & Dismissal attendance for each BOE approved program, all student behavioral and health concerns during their approved BOE time, and reporting/communicating with the school's PTL Lead regarding, questions, concerns. **Vendors must communicate to families every Friday of the program with a course update via email for the entirety of the 2023/24 PTL program.**

REQUIREMENTS FOR RESPONDENTS

Each professional service provider is required to submit the following information with its PROPOSAL:

- 1) Completed Passport to Learning Checklist¹ for all of the course titles being proposed. To be considered vendors **MUST**:
 - a. Complete all cells of the Passport to Learning Checklist for each semester, school and course for which they wish to be considered
 - b. Adhere to the staff hourly cost² and student seat constraints³
 - c. Provide staffing guarantee for each course and the number of students/sections on the checklist
 - d. Submissions WILL NOT BE CONSIDERED if they do not adhere to the cost and student seat number requirements
 - e. **No additional fees (per course, per student, administrative, etc.) will be approved/accepted. All fees are strictly limited to Hourly Cost per Class as entered in the Passport to Learning Checklist**
- 2) Completed Course Curriculum Map for EACH proposed course
- 3) List of qualifications and description of experience
- 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

¹ Submission that do not fully complete each appropriate cell will not be considered

² Pricing is to be entered as a Per Hour cost for each course, not to exceed \$150/hour

³ All sections must accommodate a minimum of 12 students and a maximum of 22



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- 7) Certificate of Employee Information Report or Employee Information Form AA302
- 8) Political Contribution Disclosure Statement; and
- 9) 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), 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.

PROGRAM DATES

WINTER: SEMESTER 2

		Monday/Wednesday	Tuesday/Thursday
December	<i>Week 1</i>	4, 6	5, 7
	<i>Week 2</i>	11, 13	12, 14
	<i>Week 3</i>	18, 20	19, 21
	<i>Week 4</i>		
January	<i>Week 1</i>	3	2, 4
	<i>Week 2</i>	8, 10	9, 11
	<i>Week 3</i>	17	16, 18
	<i>Week 4</i>	22, 24	23, 25
	<i>Week 5</i>	29, 31	30
February	<i>Week 1</i>		1
	<i>Week 2</i>	5, 7	8, 9
	<i>Week 3</i>	12, 14	13
	<i>Week 4</i>	21	20, 22
	<i>Week 5</i>	26, 28	27, 29



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SPRING: SEMESTER 3

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



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REQUEST FOR PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL PROGRAM – DANCE & THEATER)

COURSE CATEGORY OVERVIEWS

DANCE INSTRUCTION

ENRICHMENT PROGRAM: *Introduction to Dance*
Location(s): Brandt, Connors, Wallace
Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5
Days: ☒ Mon/Wed ☒ Tue/Thur
Time(s): **K-5:** ☒ 3:15 pm – 4:15 pm

Hoboken School District is seeking enrichment programs in which students will be introduced to elements of dance such as body, action, space, time and energy. As the curriculum moves through genres of dance, students should learn the zones of the body and the shapes it can expressively make. Dance should be expressed in the element of space as students are taught directions, pathways to movement, and sizes of movement. Course should incorporate skills/concepts such as tempo, rhythm, freezes and how to accelerate and decelerate movement.

ENRICHMENT PROGRAM: *Hip Hop Dance*
Location(s): Brandt, Connors, Wallace
Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5
Days: ☒ Mon/Wed ☒ Tue/Thur
Time(s): **K-5:** ☒ 3:15 pm – 4:15 pm

Hoboken School District is seeking enrichment programs in which students will participate in stretching, isolations, rhythm and groove exercises, and the fundamentals of Hip Hop Dance. Students should participate in exercises focusing on direction changes, footwork, floorwork, and freestyle as they work to obtain understanding of body alignment and coordination relevant to Hip Hop culture.



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COURSE CATEGORY OVERVIEWS (Cont.)

THEATER INSTRUCTION

ENRICHMENT PROGRAM: *Introduction to Theater*
Location(s): Brandt, Connors, Wallace
Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5
Days: ☒ Mon/Wed ☒ Tue/Thur
Time(s): **K-5:** ☒ 3:15 pm – 4:15 pm

Hoboken School District is seeking enrichment programs in which students will be introduced to the many elements of Theatre and be exposed to the theatrical elements that make any production expressive and powerful. Proposed courses should incorporate skills, concepts and lessons such as movement for actors, facial expression, prop work, and dialogue, as tools to communicate tone, mood, and storytelling. Each session must be designed to end in a culminating event for family and friends to celebrate skills learned throughout the session.

ENRICHMENT PROGRAM: *Acting Instruction*
Location(s): Brandt, Connors, Wallace
Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5
Days: ☒ Mon/Wed ☒ Tue/Thur
Time(s): **K-5:** ☒ 3:15 pm – 4:15 pm

Hoboken School District is seeking enrichment programs in which students will experience actor training through a series of classes designed to build confidence and performance skills. Actors should examine devised and scripted work and learn ensemble building acting techniques and voice work. As students progress, puppetry, mask work, character/story creation can be used to explore theatre production in the work of designing and producing. Each session must be designed to end in a culminating event for family and friends to celebrate skills learned throughout the session.

QUESTIONS REGARDING THE REQUEST FOR PROPOSALS

All inquiries related to this Request for Proposals must be directed in writing (email) to the Business Administrator, Ms. Joyce A. Goode at joyce.goode@hoboken.k12.nj.us

EMAILED PROPOSALS **WILL NOT** BE ACCEPTED.