



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

Passport to Learning (“PTL”) Afterschool Program

PROPOSALS DUE:
NO LATER THAN 3:00 PM
TUESDAY, APRIL 25, 2023



HOBOKEN BOARD OF EDUCATION

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PROPOSALS – PROFESSIONAL SERVICES (PASSPORT TO LEARNING AFTERSCHOOL 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 September 2023 and ending June 2024.

The Board invites the submission of proposals for the following **ENRICHMENT PROGRAMS** as part of the Passport to Learning Afterschool Program:

- Mental Health & Well Being
- Sports & Well Being
- Movement & Well Being
- Fine and Performing Arts
- STEM
- Academic Support
- Humanities

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, TUESDAY, APRIL 25, 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).

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.

Contracts, if awarded, shall be awarded to the Professional Service Provider(s) who submit(s) a response deemed to provide the highest quality of service at a fair and competitive price, and which is most advantageous to the Board, price and other factors considered, for the contract period commencing September 2023 and concluding on June 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.

REQUEST FOR 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-1** / Kindergarten – First Grade
- **2-3** / Second Grade - Third Grade
- **4-5** / Fourth Grade - Fifth Grade
- **6-8** / Sixth Grade - Eight Grade

PROGRAM TIMES:

- **K-1, 2-3, & 4-5:** 3:15 PM - 4:15 PM
- **6-8:** 4:00PM - 6:00PM, 4:00PM - 5:30PM, 4:00PM - 6:30PM, 4:00PM - 7:00PM

PROGRAM DATES¹:

SEMESTER 1

		Monday/Wednesday	Tuesday/Thursday
September	Week 1	11,13	12,14
	Week 2	18,20	19,21
	Week 3	27	26,28
October	Week 1	2,4	3,5
	Week 2	11	10,12
	Week 3	16,18	17,19
	Week 4	23,25	24,26
	Week 5	30	31
November	Week 1	1	2
	Week 2	6,8	
	Week 3	13,15	14,16
	Week 4	20	21
	Week 5	27,29	28,30

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

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(PASSPORT TO LEARNING AFTERSCHOOL PROGRAM)

SEMESTER 2

		Monday/Wednesday	Tuesday/Thursday
December	Week 1	4,6	5,7
	Week 2	11,13	12,14
	Week 3	18,20	19,21
	Week 4	WINTER BREAK (District Closed)	
January	Week 1	3	2,4
	Week 2	10,13	12,14
	Week 3	17	16,18
	Week 4	22,24	23,25
	Week 5	29,31	30
February	Week 1		1
	Week 2	5,7	6,8
	Week 3	12,14	13
	Week 4	21	20,22
	Week 5	26,28	27,29

SEMESTER 3

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

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

PTL AFTERSCHOOL ENRICHMENT COURSE CATEGORY OVERVIEW

MENTAL HEALTH & WELL BEING

ENRICHMENT PROGRAM EXAMPLES: Breath Work, Yoga, etc...

Location(s): Brandt, Connors, Wallace, Hoboken Middle School

Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5 ☒ 6-8

Days: ☒ Mon/Wed ☒ Tue/Thur

Time(s): K-5 ☒ 3:15 pm – 4:15 pm
6-8 ☒ 4:00 pm – 5:30 pm, 4:00 pm – 6:00 pm, 4:00 pm – 6:30 pm,
4:00 pm – 7:00 pm

Hoboken School District is seeking enrichment programs in the area of Mental Health & Well Being. All course titles and descriptions will be considered. Those submitting a proposal must complete the Passport to Learning Checklist. All programs, through diverse mediums will offer *social and emotional focused enrichment activities, virtual learning and class work support.*

SPORTS & WELL BEING

ENRICHMENT PROGRAM EXAMPLES: Sailing, fencing, soccer, free play, skateboarding, jiu jitsu, basketball, etc...

Location(s): Brandt, Connors, Wallace, Hoboken Middle School

Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5 ☒ 6-8

Days: ☒ Mon/Wed ☒ Tue/Thur

Time(s): K-5 ☒ 3:15 pm – 4:15 pm
6-8 ☒ 4:00 pm – 5:30 pm, 4:00 pm – 6:00 pm, 4:00 pm – 6:30 pm,
4:00 pm – 7:00 pm

Hoboken School District is seeking enrichment programs in the area of Sports & Well Being. All course titles and descriptions will be considered. Those submitting a proposal must complete the Passport to Learning Checklist.

MOVEMENT & WELLBEING

ENRICHMENT PROGRAM EXAMPLES: Dance, yoga, mobility, spin, cardio kickboxing, etc....

Location(s): Brandt, Connors, Wallace, Hoboken Middle School

Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5 ☐ 6-8

Days: ☒ Mon/Wed ☒ Tue/Thur

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

Time(s): K-5 ☒ 3:15 pm – 4:15 pm
6-8 ☒ 4:00 pm – 5:30 pm, 4:00 pm – 6:00 pm, 4:00 pm – 6:30 pm,
4:00 pm – 7:00 pm

Hoboken School District is seeking enrichment programs in the area of Movement & Well Being. All course titles and descriptions will be considered. Those submitting a proposal must complete the Passport to Learning Checklist. These courses will *prioritize how movement feels physically and emotionally, and how it effects the person's emotional state, life satisfaction, and overall health.* This can be accomplished through a multitude of different dance, movement, or sporting courses.

FINE AND PERFORMING ARTS

ENRICHMENT PROGRAM EXAMPLES: Dance Academy, Jazz dance, hip-hop dance, theatre art games, Fine art class, oil painting, pottery, drawing, printmaking, street art etc....

Location(s): Brandt, Connors, Wallace, Hoboken Middle School

Grade Band(s): ☒ K-1 ☒ 2-3 ☒ 4-5 ☒ 6-8

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Time(s): K-5 ☒ 3:15 pm – 4:15 pm
6-8 ☒ 4:00 pm – 5:30 pm, 4:00 pm – 6:00 pm, 4:00 pm – 6:30 pm,
4:00 pm – 7:00 pm

Hoboken School District is seeking enrichment programs in the area of Fine and Performing Arts. All course titles and descriptions will be considered. Those submitting a proposal must complete the Passport to Learning Checklist. Drama and courses are collaborative art classes which combines words, voice, movement and visual elements to express meaning. The field of theatre encompasses not only live improvised and scripted work, but also dramatic forms such as film, television and other electronic media. Arts Exploration courses will encourage students to experience each of the modern arts disciplines including Visual Arts and mixed Media Arts.

STEM EXPLORATION

ENRICHMENT PROGRAM EXAMPLES: Robotics, computer science, Lego creation, automation and robotics, rocketry, environmental science, nature exploration, etc....

Location(s): Brandt, Connors, Wallace, Hoboken Middle School

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Hoboken School District is seeking enrichment programs in the area of STEM. All course titles and descriptions will be considered. Those submitting a proposal must complete the Passport to Learning Checklist. STEM courses are: Science, Technology, Engineering, and Mathematics through an interdisciplinary approach that will increase awareness, build knowledge, develop problem solving skills, and potentially awaken an interest in pursuing a career in STEM.

ACADEMIC SUPPORT

ENRICHMENT PROGRAM EXAMPLES: Math Circles, Chess, History games, Journalism, Public speaking, etc....

Location(s): Brandt, Connors, Wallace, Hoboken Middle School

Grade Band(s): ☐ K-1 ☐ 2-3 ☐ 4-5 ☐ 6-8

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Time(s): K-5 ☐ 3:15 pm – 4:15 pm
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Hoboken School District is seeking enrichment programs in the area of Academic Support. All course titles and descriptions will be considered. Those submitting a proposal must complete the Passport to Learning Checklist. Academic support courses are programs and courses that are used by schools to increase the academic achievement of students they are servicing.

HUMANITIES

ENRICHMENT PROGRAM EXAMPLES: Creative Writing, novel exploration, Historical studies, World Issues, Climate Change, Politics, City Management, etc....

Location(s): Brandt, Connors, Wallace, Hoboken Middle School

Grade Band(s): ☐ K-1 ☐ 2-3 ☐ 4-5 ☐ 6-8

Days: ☐ Mon/Wed ☐ Tue/Thur

Time(s): K-5 ☐ 3:15 pm – 4:15 pm
6-8 ☐ 4:00 pm – 5:30 pm, 4:00 pm – 6:00 pm, 4:00 pm – 6:30 pm, 4:00 pm – 7:00 pm

Hoboken School District is seeking enrichment programs in the area of Humanities. All course titles and descriptions will be considered. Those submitting a proposal must complete the Passport to Learning Checklist. Academic support courses are programs and courses that are used by schools to increase the academic achievement of students they are servicing.

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REQUIREMENTS FOR RESPONDENTS

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

- 1) Completion of all elements of the **Passport to Learning Check List** based on the course titles proposed (*template available for download on the district website*)
- 2) Submissions that do not submit a Passport to Learning Check List **WILL NOT BE CONSIDERED**
- 3) Submission that do not complete each appropriate field within the checklist **WILL NOT BE CONSIDERED**
- 4) Submission that do not adhere to the cost and student seat numbers listed **WILL NOT BE CONSIDERED**
 - a. To be considered vendors must complete each cell for each semester, school, and course that they wish to be considered for
 - b. Link to course description must be active and a detailed course overview and framework for each unique course listed
 - c. Adhere to the staff hourly cost and student seat constraints
 - d. Provide staffing guarantee for each course and the number of students/ sections your list - Provide a per hour pricing cost for each course
- 5) A completed PTL Vendor Information request Sheet (*template available for download on the district website*); submission without a completed Vendor Information Request Sheet **WILL NOT BE CONSIDERED**
- 6) Submission of digital copy of the Passport to Learning Check List for the course titles you are proposing
- 7) list of qualifications and description of experience;
- 8) compensation proposal and/or proposed fee structure found in the Passport to Learning Checklist
- 9) other factors if demonstrated to be in the best interest of the Board;
- 10) NJ Business Registration Certificate;
- 11) Letter of Affirmative Action Plan, Certificate of Employee Information Report or Employee Information Form AA302;
- 12) Political Contribution Disclosure Statement; and
- 13) 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.

Arrival & Dismissal attendance for each BOE approved program - 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 - All student behavioral and health concerns during their approved BOE time - Reporting and communicating with the schools PTL Lead regarding, questions, concerns

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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/Naq9Rj>).
IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO MONITOR THE WEBSITE PERIODICALLY DURING THE Q&A PERIOD.