



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 SCHOOL DISTRICT PROFESSIONAL SERVICES** (Passport to Learning After School Program)

PROPOSALS DUE:
NO LATER THAN 3:00 PM
FRIDAY, OCTOBER 27, 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 period beginning no later than December 4th, 2023 and ending June 6, 2023. 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

- Physical Fitness & Movement Instruction

Grades K-8

- Art Instruction
- Language Instruction
- STEAM Instruction

Grades 6-8

- Rock Climbing Instruction

Grades 6-12

- Cooking Instruction
- Archery Instruction

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, FRIDAY, OCTOBER 27, 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 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 December 4th, 2023 and concluding on June 6, 2023.

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.



HOBOKEN BOARD OF EDUCATION

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

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 – Eighth Grade

PROGRAM TIMES:

- **K-5:** 3:15 PM - 4:15 PM
- **6-8:** 4:00pm - 5:30pm, 4:00pm - 6:00pm, 4:00pm - 6:30pm, 4:00pm - 7:00pm

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
- 2) Completed Course Curriculum Map for EACH proposed course
- 3) List of qualifications and description of experience; compensation proposal and/or proposed fee structure found in the Passport to Learning Checklist
- 4) Other factors if demonstrated to be in the best interest of the Board

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



HOBOKEN BOARD OF EDUCATION

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

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

- 5) New Jersey Business Registration Certificate
- 6) Letter of Affirmative Action Plan
- 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	Week 1	4, 6	5, 7
	Week 2	11, 13	12, 14
	Week 3	18, 20	19, 21
	Week 4		
January	Week 1	3	2, 4
	Week 2	8, 10	9, 11
	Week 3	17	16, 18
	Week 4	22, 24	23, 25
	Week 5	29, 31	30
February	Week 1		1
	Week 2	5, 7	8, 9
	Week 3	12, 14	13
	Week 4	21	20, 22
	Week 5	26, 28	27, 29



HOBOKEN BOARD OF EDUCATION

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

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

SPRING: SEMESTER 3

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



HOBOKEN BOARD OF EDUCATION

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

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

COURSE CATEGORY OVERVIEWS

MENTAL HEALTH & WELL BEING

ENRICHMENT PROGRAM EXAMPLES: *Yoga*

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
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.



HOBOKEN BOARD OF EDUCATION

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

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

MOVEMENT & WELL BEING

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
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 affects 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
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 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.



HOBOKEN BOARD OF EDUCATION

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

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

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

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

The 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

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

The 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.



HOBOKEN BOARD OF EDUCATION

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

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

HUMANITIES

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

Location(s): Brandt, Connors, Wallace
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

The 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.

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.