



CLOSTER PUBLIC SCHOOLS

REQUEST FOR PROPOSAL

PROFESSIONAL DEVELOPER – COACHING MODEL

PROPOSALS DUE: October 17, 2023 10:00 AM

CLOSTER PUBLIC SCHOOLS
OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

340 Homans Avenue, Closter, NJ 07624

PHONE: (201) 768-3001 ext. 41112 FAX: (201) 768-1903

www.closterschools.org

The Closter Board of Education invites applications from interested individual or firm to provide a minimum of twenty (20) professional development/coaching days for Hillside Elementary School.

Request for Proposal

PROFESSIONAL DEVELOPER – Coaching Model

Closter Public Schools is a K-8 school district comprised of 2 schools with approximately 1,200 students.

I. Purpose:

In accordance with N.J.S.A. 19:44A-20.4 et seq., the Closter Board of Education is requesting proposals from individuals or firms in the State of New Jersey that wish to provide a minimum of twenty (20) professional development/coaching in Hillside Elementary School as directed by the Superintendent of Schools. Proposals and qualifications for the professional development provider will be evaluated as a whole. It is the intention of the Closter Board of Education to make this appointment for January to June 2024. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

II. Scope of Service – Professional Development – Coaching Model

The successful individual or firm will have a minimum of three years' experience.

The successful individual or firm shall provide the Closter Board of Education with twenty professional development days

The responder must prepare a professional development program tailored to the unique needs of our teachers in fostering a strong literacy foundation for our students. A solid foundation in literacy is indispensable for academic success across all subjects, as it underpins comprehension, critical thinking, and effective communication skills. Our students present a wide range of developmental readiness and literacy skills, especially since the pandemic. Teachers would benefit from professional development, using a coaching model, to learn strategies for differentiating instruction to provide each student with the appropriate instructional support to help students meet grade level standards for reading and writing. Using an in-classroom

coaching model of professional development would empower our elementary teachers to effectively impart these foundational skills and strategies that are critical for proficient reading and comprehension.

Closter Board of Education shall award a contract to an individual(s) or firm(s) that best meet(s) the needs and interests of the Board.

Qualifications of Respondents – all submissions shall include the following minimum information:

- Name of the individual(s) to be assigned to perform the tasks required.
- Professional experience and education of the individual(s) to be assigned including a listing of experience with New Jersey Boards of Education. The Board is requesting a minimum of three (3) years of professional experience with New Jersey Boards of Education.
- A statement concerning the ability of the firm/individual to perform tasks assigned by the Closter Board of Education in a timely fashion.
- Professional licenses and certifications held by the individual(s) to be assigned.
- A list of three (3) professional references with addresses and telephone contact numbers.
- A copy of the individual's New Jersey Business Registration Certificate or W-9.

Contract Period:

- The services are funded by the American Rescue Plan – ESSER for School Year 2023-2024.

Format of Response:

The Closter Board of Education seeks from all participating respondent's information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price.

All respondents shall prepare a presentation package to be submitted with the RFP.

A. Transmittal Letter

A transmittal letter shall be submitted with the RFP that identifies the person submitting the proposal and includes a commitment to provide services required by the Closter Board of Education.

The letter of transmittal is to be addressed and mailed to:

Mr. Floro M. Villanueva Jr.
School Business Administrator/Board Secretary
Closter Board of Education
340 Homans Avenue
Closter, New Jersey 07624

All proposals are due on Tuesday, October 17, 2023 at 10:00 AM. Submissions received after the date and time specified will not be opened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

B. Description of Services

Provide a description of all services to be rendered with a detailed explanation of how the desired goal as detailed in section II Scope of Service – Professional Development – Coaching Model. By submitting a proposal, the firm/individual acknowledges that he/she fully understands the scope of work, activity and service.

C. Qualifications; Relevant Experience

Evidence and documentation shall be submitted highlighting qualifications and experience that will assist the Board in the evaluation and selection process.

D. Fee Proposal

Provide the total cost of the contract for the services requested.

E. The firm/individual acknowledges that he/she has read this Request for Proposal, has full understanding and agrees to be bound by the terms and conditions. Proposals must be submitted prior to the time and date specified by mail or hand delivered to the Board of Education. **No facsimile or e-mail proposals will be accepted.**

F. The Closter Board of Education reserves the right to reject any or all proposals in whole.

G. The Closter Board of Education reserves the right to contact references provided with the proposal.

H. Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the RFP.

I. Include any additional information which you believe will be useful to the Closter Board of Education in its selection process.

References

Provide a list of the boards of education for which you have provided professional development and literacy coaching services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

Award of Contract

The procedures developed for the award of the contract constitutes a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on price and the qualifications of the firm and other factors considered.

Technical Criteria and Qualifications

The following criteria will be considered by the Board in evaluating the proposals submitted in response to this Request for Proposals:

1. Compliance with the RFP – a detailed review for compliance against our solicitation materials
2. Demonstrated Capabilities – the submitted proposal adequately demonstrates the firm or individual's capability to meet the district's requirements
3. Contract amount

Laws

The firm or individual shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.

Law Against Discrimination

During performance of this contract, the Professional and their sub-consultants agree to comply with P.L. 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the Professional may be rescinded if the Professional fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at http://www.state.nj.us/treasury/contract_compliance/pdf/njac1727ac.pdf or will be provided to you upon request.

Indemnification

The Professional shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of legal services to the Board.

Business Registration Certificate (if necessary)

Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

Annual Political Contributions Disclosure

Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Professional may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Professional's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

- Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

No Board of Education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

- Pursuant to N.J.A.C 6A:23A-6.3 (a2,3) Contributions During Term of Contract:

Contributions reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.

When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

- Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form:

All bidders shall submit with their bid package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

Termination

Either party may terminate the consultant agreement upon providing thirty (30) days written notice to the other party. Written notice shall be sent certified mail, return receipt requested.