

ORANGE BOARD OF EDUCATION
451 Lincoln Avenue
Orange, New Jersey 07050

REQUEST FOR QUOTATIONS
Educational Consulting Services

The Orange Public School District (“District”) is requesting quotations for the provision of educational consulting services for the District. The District is seeking a qualified and experienced educational consulting firm to collaborate with us in addressing specific challenges and enhancing various aspects of our educational programs.

I. SCOPE OF SERVICES

The objective of this project is to engage an educational consulting firm that can provide expert guidance and support in improving our educational practices, curriculum development, staff development, and student outcomes. The project will include the following key components:

- Assessing current educational practices and identifying areas for improvement.
- Developing strategic plans to enhance curriculum development and implementation.
- Providing professional development and training opportunities for faculty and staff.
- Conducting program evaluations and recommending improvements.
- Enhancing student engagement and academic achievement.
- Supporting the integration of technology in the classroom.
- Implementing effective assessment and evaluation strategies.

The selected educational consulting firm(s) will be expected to deliver the following services:

- Conduct a comprehensive assessment of our current educational practices and identify areas for improvement.
- Develop a strategic plan to enhance curriculum development and implementation, aligning with state standards and educational best practices.
- Provide professional development and training sessions for faculty and staff, focusing on instructional strategies, classroom management, and student engagement.
- Conduct program evaluations to assess the effectiveness of existing programs and make recommendations for improvement.
- Support the integration of technology in the classroom to enhance teaching and learning experiences.
- Implement effective assessment and evaluation strategies to measure student achievement and progress.
- Provide ongoing support and guidance throughout the project duration.
- Interested educational consulting firms are requested to submit their quotations in accordance with the following guidelines:
 - Company Profile: Provide an overview of your firm, including your experience, qualifications, and expertise in educational consulting, specifically in New Jersey.
 - Services Offered: Detail the specific services your firm will provide to address the project objectives and scope of work.
 - Project Approach: Describe your approach, methodologies, and strategies for achieving the desired outcomes.
 - Project Timeline: Present a detailed timeline outlining the proposed project phases, deliverables, and milestones.

- Team Expertise: Introduce the team members who will be involved in the project, including their qualifications, relevant experience, and roles.
- Pricing: Provide a comprehensive breakdown of the costs associated with your proposed consulting services, including any additional expenses that may be incurred.
- Please indicate five business references that have contracted with your company to provide like products and/or services. Include the company name, address, phone number, contact person, and email address. Preferable references are school districts in New Jersey who have used your services within the last three years. Additional references may be required. References must be submitted with bid document. Failure to supply complete reference information may be grounds for proposal disqualification.

II. REQUIRED DOCUMENTS

- Proposal (must include a detailed scope of services proposed to the District, daily rate, all materials)
- Resume (with proposal)
- W9 (prior to award)
- New Jersey Business Registration Certificate (prior to award)
- Political Disclosure Statement (prior to award)
- Affirmative Action information certification (prior to award)
- The parties must enter into an agreement as approved by the Board attorney (prior to award)

III. TERM

The terms of the contract shall be from July 1, 2024 through June 30, 2025, with the option to renew for an additional year upon board approval.

IV. COMPLIANCE WITH LAWS

The successful vendor shall comply with all local, state and federal directives, orders and laws as applicable.

V. PAYMENTS

Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Board of Education receives the appropriate documentation including but not limited to Signed voucher by vendor. Payment will be rendered upon completion of services to the satisfaction of the Board of Education, unless otherwise agreed to by written contract or mandated by N.J.S.A. 18A:18A-40.1. The Board may, at its discretion, make partial payments. All payments are subject to approval by the Board of Education at a public meeting. Payment may be delayed from time to time depending on the Board of Education meeting schedule.

VI. INVOICES

- The invoice must clearly outline the goods received or services rendered and the date(s) the services were rendered.
- The invoice must include the full name and address of the company.
- The invoice must include the board of education purchase order number.
- The invoice must have the company's invoice number that may be used as reference.
- The invoice must list the goods or services rendered.
- The invoice must be submitted to the Accounts Payable Office, along with a signed Voucher
- Invoices must be submitted within thirty (30) days of service.

- Rates on invoices must clearly correspond with proposal pricing. It is the vendor’s responsibility to provide calculations that ensures a clear audit trail to bid prices. Any invoice received that is not aligned to or is not supported by bid pricing, will be returned for proper adjustment.
- All travel, administrative, and or incidental expenses related to the services provided are the responsibility of the service provider. The District will not provide reimbursement for any travel, administrative, and or incidental expenses. Only a valid signed purchase order authorizes the performance of services and/or delivery of goods.

VII. BASIS OF AWARD

The award shall be made to a vendor whose response is most advantageous, price and other factors considered. Whenever two or more responses to a request of a purchasing agent offer equal prices and are the lowest responsible bids or proposals, the board of education may award the contract to the vendor whose response, in the discretion of the board of education, is the most advantageous, price and other factors considered.

The District will consider the following criteria when evaluating:

EVALUATION CATEGORIES	WEIGHT
1. Vendor’s past performance and/or service reputation	25%
2. Qualifications of the Vendor Staff of providers	25%
3. References	25%
4. Cost	25%

Any evaluation of bids shall be in accordance with the New Jersey Public Schools contracts Law, N.J.S.A. 18A:18A-1 et seq. Final determination will be made upon evaluation of the above criteria based on what is in the best interest of the District. The Board reserves the right to award contracts to multiple vendors when it is in the best interests of the Board.

VIII. COMMUNICATIONS:

Contact between vendors and the Board of Education personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact district personnel may result in disqualification. All communication shall go through the Purchasing Department during this process. All questions received and the corresponding answers will be distributed to all vendors. No verbal responses will be provided. The deadline for questions pertaining to this proposal is Thursday, July 11, 2024, at 12:00pm. The district will not respond to questions after this time and date.

IX. IMPORTANT SUBMISSION REQUIREMENTS

Proposals are to be submitted in writing and must be received by the Office of the School Business Administrator, no later than Thursday, July 11, 2024, at 12:00pm. All proposals must be sealed and clearly marked on the outermost packaging or envelope with name of vendor, project name, proposal opening date and time, and must be received by mail or other method of delivery by no later than the submission deadline date and time. Identifying the proposal on the outermost packaging/envelope will ensure that the bid document receives special handling once it arrives in the district. Please note that the Board will not be responsible for any proposal document that has been misrouted or misdirected within the district if the outermost packaging or envelope is not indicated as a proposal. If such an unmarked proposal document is not received at the proposal opening location prior to the proposal opening date and time, it will be considered LATE and will not be accepted. Therefore, please ensure

that all bids are properly identified. Allow sufficient mail delivery time to ensure timely receipt of your response. The Board shall not be responsible for submissions that are incorrectly mailed or otherwise misdirected.

No proposal will be considered unless it is timely filed: Proposals received after the date and time prescribed shall not be opened and will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for the receipt of proposals.

One (1) original and one (1) printed copy of the proposal are to be submitted. Responses forwarded by facsimile or e-mail are not valid and will not be accepted. The Orange Board of Education reserves the right to reject any proposal, to waive informalities, and to accept any proposal which is in the best interest of the district. Please direct all questions and responses to:

QPA: Mr. Jason Ballard, School Business Administrator/QPA

ADDRESS: 451 Lincoln Avenue, Orange, NJ 07050

EMAIL: ballarja@orange.k12.nj.us.

PHONE NUMBER: