

**Passaic Board of Education  
REQUEST FOR PROPOSALS  
Competitive Contracting**

The Board of Education of the City of Passaic, New Jersey, solicits proposals for the School Year **2021 – 2022**:

**Proposal No. CC 21-22**

**Comprehensive Health Curriculum K-12 - Resubmission**

All necessary proposal specifications and proposal forms may be secured upon written request to:

**Mr. R. Aaron Bowman CPA, PSA**  
School Business Administrator  
Passaic Board of Education  
663 Main Avenue  
Passaic, NJ 07055  
Fax: (973) 470-7694  
E-mail: [Purchasing@PassaicSchools.org](mailto:Purchasing@PassaicSchools.org)

Proposals must be sealed and delivered to the Business Office, Office of the School Business Administrator, Passaic Public Schools, **on or before** date and time indicated below. The envelope is to bear the following information:

Title:	<b><u>Comprehensive Health Curriculum K-12 - Resubmission</u></b>
Name and Address of the Respondent	
Date:	<b><u>Friday, November 19, 2021</u></b>
Time:	<b><u>10:00 a.m.</u></b>

The proposal opening process will begin on the above date and time in the Board of Education Meeting Room, Passaic, New Jersey. On the advertised date and time, the School Business Administrator shall publicly receive and open all proposals. **No proposals shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)). The Board of Education does not accept electronic (e-mail) submission of Competitive Contracting proposals.

All respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et seq.

Bidders are required by law to submit a Statement of Ownership Disclosure form statement setting forth the names and addresses of all persons and entities that own ten (10%) percent or more of its stock or interest of any type at all levels of ownership.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the proposal. The proposal package will also include other documents that must be completed and returned with the proposal. Failure to comply complete and submit all required forms, may be cause for disqualification and rejection of the proposal.

The Board of Education reserves the right to reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities.

All proposals solicited and received are done so pursuant to the Competitive Contracting Process. N.J.S.A.18A:18A-4.1 et seq.

## **Special Notice—Office of the School Business Administrator**

The Board of Education during this emergent time, is currently closed to the public and there is no guarantee the district offices will be opened by the advertised submission date. As the School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of proposals.

### **Submission of Proposals**

All potential respondents are to send their responses through the US Postal Service or other recognized delivery service that provides certification of delivery to the sender. Please do not attempt to hand deliver proposals!

### **Opening of Proposals—Online Live Streaming**

The board of education is aware of N.J.S.A. 18A:18A-21 which states the following:

*At such time and place the purchasing agent of the board of education shall publicly receive the bids and thereupon immediately proceed to unseal them and publicly announce the contents, which announcement shall be made in the presence of any parties bidding or their agents who are then and there present.*

To ensure there is “**social distancing**” amongst all parties in the proposal opening, the proposal opening will be conducted via online live streaming. The names of the vendors and their prices will be announced on the online live streaming which may be viewed by the general public and interested parties on the advertised proposal date and time.

All potential respondents that wish to attend the proposal opening will do so via Online Live Streaming using Cisco Webex. **The meeting ID is 129 437 3592** and a password will be required to enter the meeting. In order to maintain a level of cyber security you will need to request the meeting password in order to attend the proposal opening meeting through Cisco Webex. If you wish to attend the live streamed bid opening, please contact [Purchasing@passaicsschools.org](mailto:Purchasing@passaicsschools.org) for the password in advance of the meeting.

***R. Aaron Bowman CPA, PSA***

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School Business Administrator/Board Secretary