WEST ORANGE BOARD OF EDUCATION

Competitive Contracting - Request for Proposals (RFP)
Legal Advertisement

The West Orange Board of Education solicits proposals through the Competitive Contracting process in accordance with N.J.S.A. 18A:18A-4.1 et seq.

PROPOSAL NO. CC 25-09 Substitute Staffing and Paraprofessional Services

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

Tonya M. Flowers
School Business Administrator/Board Secretary
West Orange Board of Education
179 Eagle Rock Avenue
West Orange, New Jersey 07052

To request a copy of the proposal, please email Tonya Flowers at tflowers@westorangeschools.org or Ms. DeShawn Johnson at djohnson@westorangeschools.org

Proposals must be sealed and delivered to the Office of the School Business Administrator/ Board Secretary of West Orange Board of Education, ***on or before*** the date and time indicated below. The envelope is to bear the following information:

Title:	**Substitute Services and Paraprofessional Services**
Proposal No.:	**CC 25-09**
Name and Address of the Respondent:	
Proposal Due Date:	**Thursday, April 29, 2026**
Proposal Opening Time:	**10:00 a.m.**
Location of Proposal Opening:	**WEST ORANGE BOARD OF EDUCATION** **179 Eagle Rock Avenue** **West Orange, New Jersey 07052**

The proposal opening process will begin on the above date and time at the West Orange Board of Education, West Orange, New Jersey 07052. Proposals may also be submitted to the School Business Administrator/Board Secretary or his designee at the proposal opening meeting, in the Board Meeting Room, prior to the advertised date and time. Proposals that are submitted are to be sealed. Proposals must be submitted in duplicate on the submittal forms as provided, and in the manner designated.

The Board requires one original and one duplicate copy of the proposal package. The duplicate is necessary for processing the proposals. Respondents should also keep a complete copy of the proposal packet, exactly as submitted. Failure to properly label the proposal envelope may lead to the rejection of the proposal. The Board of Education does not accept electronic (e-mail) submissions of bids or proposals. On the advertised date and time, the School Business Administrator/Board Secretary 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 at this time.

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

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten 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 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 minor informalities or non-material exceptions, that may be in the best interest of the Board.

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

TONYA M. FLOWERS
School Business Administrator/Board Secretary