

**SOUTH HACKENSACK BOARD OF EDUCATION
REQUEST FOR PROPOSALS FOR 2026-2027 SCHOOL YEAR**

The South Hackensack Board of Education of South Hackensack, New Jersey, solicits proposals using the Extraordinary Unspecifiable Services (EUS) procurement method for

Broker of Insurance Services Property & Casualty and Workers' Compensation

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

Emidio D'Andrea

Interim School Business Administrator/Board Secretary
South Hackensack Board of Education
1 Dyer Avenue
South Hackensack, New Jersey 07606
E mail: edandrea@shmemorial.org

Proposals must be sealed and delivered to the Office of the Interim School Business Administrator/ Board Secretary of the South Hackensack Board of Education, ***on or before*** date and time indicated below. All proposals should be submitted with one (1) complete original and one (1) electronic (a PDF on a USB drive) copy. The envelope is to bear the following information:

Broker of Insurance Services Property & Casualty and Workers' Compensation

Proposal No.: **EUS/RFP**
Name and Address of the Respondent
Proposal Due Date: May 28, 2026
Proposal Opening Time: 10:00 am

Location of Proposal Opening

SOUTH HACKENSACK BOARD OF EDUCATION
1 Dyer Avenue
South Hackensack, New Jersey 07606

On the advertised date and time, the Interim 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 proposals.

Upon release of this Request for Proposals (RFP), all Proposer communications concerning this information request must be directed in writing no later than 4:00 p.m. on May 21, 2026 to the Interim Business Administrator, who is the only authorized contact person for the RFP. Any contact with anyone other than the Interim Business Administrator or lobbying regarding this RFP with any elected, appointed official or employee of the school district can and shall result in disqualification. Any oral communications shall be considered unofficial and non-binding on the School District.

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

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.

Special Notice—Office of the Interim School Business Administrator

As the Interim School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of proposals.

Submission of Proposals-US Postal Service/Delivery Service

All potential proposers are encouraged to send their responses through the US Postal Service (Certified Mail or Overnight Mail suggested) or other recognized delivery service that provides certification of delivery to the sender.

Submission of Proposals-Hand Delivered-Lockbox

While the use of the US Postal Service or courier service is preferred, the district will accept hand-delivered proposal packages at a secure Lockbox. Proposers using this option are to submit proposals in a video monitored, secure drop Lockbox labeled “Bid Box”, located at South Hackensack Board of Education, 1 Dyer Avenue, South Hackensack, NJ 07606. There will be no personal contact with district officials during the hand delivering of bids.