

**CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
CHESTERFIELD, NEW JERSEY 08515**

COMPETITIVE CONTRACTING-- REQUEST FOR PROPOSALS (RFP)

LEGAL ADVERTISEMENT

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

**SUBSTITUTE STAFFING SERVICES; PARAPROFESSIONALS
PROPOSAL CC/RFP #01-202627**

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

Dr. Scott J. Hogan
School Business Administrator/Board Secretary
Chesterfield Township Board of Education
30 Saddle Way
Chesterfield, New Jersey 08515
Email: shogan@chesterfieldschool.com

Proposals must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/ Board Secretary of the Chesterfield Township Board of Education ***on or before*** the date and time indicated below.

The envelope is to bear the following information:

Title:	Substitute Staffing Services; Paraprofessionals
Proposal Number	CC/RFP #01-202627
Name and Address of Vendor	
Proposal Opening Date	Tuesday, June 9, 2026
Proposal Opening Time	11:00 a.m.

The envelope must be addressed to:

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Attention: School Business Administrator/Board Secretary
30 Saddle Way
Chesterfield, New Jersey 08515

Location of Proposal Opening

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
30 Saddle Way
Chesterfield, New Jersey 08515

The proposal opening process will begin on the advertised date and time at the Chesterfield Township Board of Education, 30 Saddle Way, Chesterfield, New Jersey 08515. Proposals may also be submitted to the School Business Administrator/Board Secretary or designee at the proposal opening meeting in the Board Meeting Room prior to the advertised date and time. The School Business Administrator/Board Secretary shall publicly receive and open all proposals on the advertised date and time.

No proposals shall be received after the time designated in the advertisement.

The Board of Education does not accept electronic (e-mail) submissions of Competitive Contracting proposals.

All vendors 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.

Financial Guarantee

Each proposal, when required, shall be accompanied by a bid bond, cashier's check, or certified check for ten percent (10%) of the total contract amount (estimated at \$ 850,000), but not in excess of \$20,000.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Bidders (proposers) shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of their stock or interest of any type at all levels of ownership.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification are requested to 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 disqualify any or all vendors pursuant to N.J.S.A. 18A:18A-4.5 (b) and/or N.J.S.A. 18A:18A-22 and to waive minor informalities or non-material exceptions.

All proposals solicited and received are done so pursuant to the Competitive Contracting Process. N.J.S.A. 18A:18A-4.1 et seq., and N.J.A.C. 5:34-1 et seq.

DR. SCOTT J. HOGAN

School Business Administrator/Board Secretary