**BYRAM TOWNSHIP BOARD OF EDUCATION**
**REQUEST FOR PROPOSALS**
**Proposal Advertisement**

The Byram Township Board of Education ("Board') hereby advertises for proposals for ***Reading Specialist Services*** in accordance with *N.J.S.A.* 18A:18A-4.1 *et seq.* until 3 P.M. on May 22, 2026.

All RFP specification and forms may be secured upon written request to:

**Theresa Radline, M.Ed.**
School Business Administrator/Board Secretary
BYRAM TOWNSHIP BOARD OF EDUCATION
12 MANSFIELD DRIVE, STANHOPE, NJ 07874
E-mail: radline.theresa@byramschools.org

Proposals must be sealed and delivered to the Board Business Office ***on or before*** date and time indicated below. The envelope to bear the following information:

| | |
|---|---|
| Title: | **Reading Specialist** |
| RFP No.: | **# 2026-04** |
| Name and Address of the Vendor: | _____ |
| Date: | **Friday, May 22, 2026** |
| Time: | **3:00 PM EST** |

Location of RFP Opening: Byram Board of Education
12 Mansfield Drive, Stanhope, NJ 07874

Sealed proposals may be submitted to the School Business Administrator/Board Secretary or her designee any time prior to the advertised date and time. ***No proposal shall be received after the time designated in the advertisement***. 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 copy is necessary for processing the proposals. Failure to properly label the proposal envelope may lead to rejection of the proposal. The Board does accept electronic (e-mail) submission of proposals. The Board assumes no responsibility for proposals that are improperly mailed or misdirected.

All responders must use and complete all forms and must comply with every requirement contained in the RFP. All responders 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.* 17:27-1 *et seq*. Pursuant to N.J.S.A. 52:32-44 the Board recommends all proposals be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue and Enterprise Services. The Proposer must include its own Business Registration Certificate no later than the time of contracting. No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening thereof. The contract will be awarded to the Proposer whose proposal is determined to be the most advantageous to the District, price and other factors considered. No vendor who is listed on the State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Vendors shall be eligible to submit a proposal. Pursuant to *N.J.S.A.* 52:25-24.2, proposers 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 submitted with the proposal. The proposal package will also include other documents that must be completed and returned with the proposal. The Board 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.

Theresa Radline, School Business Administrator/Board Secretary