

**CAMDEN CITY SCHOL DISTRICT
REQUEST FOR PROPOSALS
Proposal Advertisement**

The Camden City Public Schools of Camden, New Jersey, hereby advertises for proposals in accordance with N.J.S.A. 18A:18A-21(a, b) for the 2021-2022 school year.

CBOE 09-21 Substitute Teacher Program

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

Maureen Dougherty
Senior Manager of Procurement
Camden City School District
Business Office, 3rd Floor
1033 Cambridge Street, Camden, NJ 08105
Email: Purchasing@camden.k12.nj.us

Proposals must be sealed, the envelope to bear the following information:

Title: **CBOE 09-21 SUBSTITUTE TEACHER PROGRAM**

Name and Address of the Organization

All questions related to this RFP must be submitted in writing no later than 12:00 noon on Tuesday, April 13, 2021, and will be addressed on April 16,, 2021. Questions received after the due date and time will not be addressed. Submit questions to: Purchasing@camden.k12.nj.us.

Submissions of all proposals will only be accepted through Certified Mail and Overnight Delivery, we will no longer be accepting hand delivery of bids/proposals. The Administration Building will be open Monday through Thursday from 8am to 1pm. We will accept submission before the open date during the date and time Administration Building is open. The opening of the bid will take place on site and will be recorded via Zoom. A separate invite will be sent at the bidders' request.

Proposals must be delivered to the Business Office of the Camden City Public Schools on or before

Date: April 28, 2021
Time: 10:00A.M.

The proposal opening process will begin on the above date and time. No proposals shall be received after the time designated in the advertisement. (N.J.S.A. 18A:18A-21(b)).

All organizations 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.

Corporate and partnership organizations are required by law (Chapter 33, Laws of 1977) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and an Organization 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 with Instructions to Organizations and to complete and submit all required forms may be cause for disqualification and rejection of the proposal.

All organizations shall submit with their proposal package a copy of the New Jersey Business Registration Certificate as issued by the Department of Treasury of the State of New Jersey (N.J.S.A. 52:32-44) or the intent to apply for the New Jersey Business Registration Certificate. An organization must have obtained a New Jersey Business Registration Certificate before the award of a contract can be made.

The CCPS reserves the right to reject any or all proposals and to waive any informality.

Margaret McDonnell, Interim School Business Administrator