

**TEANECK BOARD OF EDUCATION
TEANECK, NEW JERSEY 07666**

Legal Advertisement

Request for Proposals

The Teaneck Board of Education, of Teaneck, New Jersey, hereby advertises for competitive proposals for

RFP 04-21 APPLIED BEHAVIOR ANALYSIS SERVICES

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

Melissa Simmons

School Business Administrator/Board Secretary
Teaneck Board of Education
1 Merrison Street
Teaneck, New Jersey 07666
E mail msimmons@teaneckschools.org

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

Title: **APPLIED BEHAVIOR ANALYSIS SERVICES**
RFP No.: **RFP 04-21**
Name and Address Respondent
RFP Due Date: **Tuesday, July 21, 2020**
RFP Deadline Time: **12:00 Noon**

Special Notice—Office of the School Business Administrator

The Board of Education during this emergent time, is currently closed and there is no guarantee the district offices will be opened by the advertised submission date. As the School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of RFPs.

A. Submission of RFPs—US Postal Service

All potential respondents are encouraged to send their responses through the US Postal Service via certified mail/overnight delivery which provides certification of delivery to the sender. All RFPs that are delivered through the US Postal Service are to be mailed to

Melissa Simmons

School Business Administrator/Board Secretary
Teaneck Board of Education
1 Merrison Street
Teaneck, New Jersey 07666

B. Submission of RFPs—Hand Deliver—Day of the RFP Opening

While the use of the US Postal Service is preferred, the district will accept hand-delivered RFP packages only on the day of the submission opening.

All RFPs that are hand delivered will only be accepted on the advertised date and these hand-delivered RFPs are to be brought to

Teaneck Board of Education
Glenpointe Marriott Centre
300 Frank W. Burr Blvd, ("East" building - 7th Floor, Suite 710)
Teaneck, NJ 07666.

A security guard will be on duty to accept proposals on the day of the submission, prior to the deadline time of 12:00 Noon.

C. Electronic Submissions of RFPs—Option—Advisory!

RFPs may be sent to the Teaneck Public Schools Office via bids@teaneckschools.org. In the “subject line” of the email you must have “Sealed Competitive Contract – APPLIED BEHAVIOR ANALYSIS SERVICES.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, respondents 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 RFP. The RFP package will also include other documents that must be completed and returned with the RFP. Failure to complete and submit all required forms, may be cause for disqualification and rejection of the RFP.

The Board of Education reserves the right to reject any or all RFPs and to waive any informalities.

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

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.

The District shall not be responsible for the loss, non-delivery, late delivery or physical condition of RFPs sent by mail or courier service.

Melissa Simmons
School Business Administrator/Board Secretary