# TEAM Academy Charter School, Inc. Newark, NEW JERSEY 07102

## REQUEST FOR PROPOSALS & General Requirements

**Substitute Teacher Services** 

RFP No. TS-25-10

May 8, 2024

RFP Opening Date

11:00 AM

RFP Opening Time

### TEAM Academy Charter School Newark, NEW JERSEY 07102

#### REQUEST FOR PROPOSALS

#### **RFP Advertisement**

The TEAM Academy Charter School hereby advertises for competitive contracting in accordance with N.J.S.A. 18A:18A-4.5.

RFP No. TS-25-10 Substitute Teacher Services

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

#### **Lizzie Amato**

DIRECTOR OF SCHOOL OPERATIONS TEAM Academy Charter School E-mail: eamato@kippnj.org

Proposals must be submitted in a sealed envelope and delivered to the Director of School Operations of TEAM Academy Charter School *on or before* the date and time indicated below. The envelope to bear the following information:

Title: Substitute Teacher Services

RFP Number: TS-25-10

Name and Address of the Bidder

RFP Opening Date: May 8, 2024

RFP Opening Time: 11:00 AM

Location of RFP Opening:

TEAM Academy Charter School 60 Park Pl. #802 Newark, New Jersey 07102

The RFP opening process will begin at 11:00 AM on May 8, 2024. No proposals shall be received after the time designated in the advertisement. All proposals must be hand delivered. Do not mail or e-mail any proposals. The public can attend the bid opening at 60 Park Place, Suite 802 or by visiting http://www.kippnj.org/purchasing at the prevailing time. A link will be present on the website to live stream the bid opening where the public can participate.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Bidders 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. Failure to comply with Instructions to Bidders and 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 reject any or all bids pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), N.J.S.A. 18A:18A-4(a), N.J.S.A. 18A:18A-22, and to waive minor informalities or non-material exceptions, that may be in the best interest of the Board.

Steve Small School Business Administrator/Board Secretary