

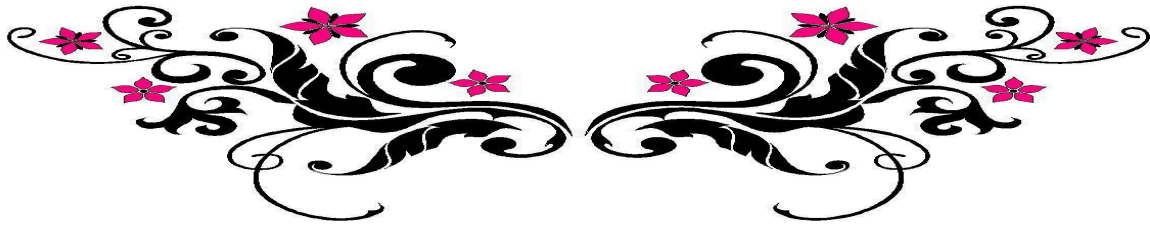


IRVINGTON BOARD OF EDUCATION

Business office

1 University Place, 4th Floor

Irvington, New Jersey



Competitive Contracting
PROPOSAL DOCUMENTS
AND
REQUIRED DOCUMENTATION

Reggie Lamptey, CPA
Assistant Superintendent for Business/Board Secretary



IRVINGTON BOARD OF EDUCATION

SCOPE OF WORK



Business Office

1 University Place, 4th Floor
Irvington, NJ 07111



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B. Qualifications of Respondents - Licenses, School District Experience, etc.

Please list all minimum qualifications that you want all vendors to meet. Licenses; background checks; experience with public school districts; type and number of personnel needed; facilities and equipment needed; and other matters of importance for the particular contract.

C. Contract Period

This contract shall be effective **July 1, 2023 through June 30, 2024**, with the option to renew for an additional year.

(Please note: Professional services contract may not exceed 12 months, but have the option to be renewed for up to five (5) years)

D. Coordination of Activities

List the name and title of the person who will coordinate the activities for this contract.:

E. Fee Schedule – Payment

Upon completion of services to be performed, payments for services and reimbursement for expenses under this Agreement shall be made within the IBOE's usual course of paying such invoices, not to exceed 45 days, from receipt of invoice from vendor.

G. Evaluation Process – Weighting and Scoring of Proposals

You are required to prepare an Evaluation Scoring Sheet assigning points to the criteria based upon importance. This form is to be based upon a value of one hundred (100) points.

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria	
	A. Description of Services	20%
II.	Management Criteria	
	Qualifications	30%
	Relevant Experience	
III	Vendor’s demonstration of having a complete understanding of service requirements	25%
III.	Cost Criteria	
*	A. Fee Proposal	25%

**The Business Office will assist in the evaluation of the cost criteria.*



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H. **Evaluation of Proposals – Evaluation Committee**

A committee comprised of the Purchasing Agent and other relevant district employees will review and evaluate all proposals as they pertain to the procurement process.

I. **Award of Contract**

It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board and who will provide the highest quality service at fair and competitive prices.

OTHER MATTERS

Proposals are to be sealed and clearly marked on the outermost packaging or envelope with the name of bidder, name of project, Proposal No., and Proposal opening date and time. All proposals are to be submitted in writing and must be received by the Irvington Board of Education, Purchasing Department no later than _____ on _____ at 1 University Place, 4th Floor, Irvington, NJ 07111. One original and one (1) printed copy of the proposal are to be submitted. Proposals forwarded by facsimile or e-mail are not valid and will not be accepted. **Submissions not fully responsive to the requirements of this Bid will not be considered.**

All questions pertaining to this solicitation must be received by _____, and should be directed to:

Rosie Crombie, Purchasing Manager
1 University Place, Irvington, NJ 07111
(972) 399-6800, Ext. 2143
Fax (973) 372-6025
email to rcrombie@irvington.k12.nj.us.