

**WEST ORANGE BOARD OF EDUCATION
REQUEST FOR PROPOSALS FOR
SUPERINTENDENT SEARCH CONSULTANT**

The West Orange Board of Education ("Board") hereby advertises for Requests for Proposal in accordance with N.J.S.A. 18A:18A

Proposal documents may be obtained by electronic delivery from John Calavano, Business Administrator, listed below. Proposal documents will be transmitted electronically to prospective vendors upon receipt of the request via email to John Calavano. Email request must reference this RFP and include company, company address, telephone and facsimile numbers, and vendor's email address. Contact John Calavano, via email at jcalavano@westorangeschools.org.

All questions shall be submitted in writing and will be responded to through Addenda sent to all vendors via email and facsimile.

Proposals must be sealed and delivered to the West Orange Board of Education office *on or before* date and time indicated below. The envelope to bear the following information:

Title: **PROPOSAL FOR SUPERINTENDENT SEARCH CONSULTANT**
RFP No.: SUP-1
Name and Address of the Vendor
RFP Date: 2/25/19
RFP Time: 11:00 AM

Proposal may also be submitted to the Board prior to the advertised date and time. **No RFPs shall be received after the time designated in the advertisement.**

All vendors are required to comply with the requirements of N.J.S.A. 10:5-31 et seq., Affirmative Action Against Discrimination (N.J.A.C. 17:27-1 et seq.)

Business entities submitting proposals 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 unless the business entity is publicly traded or a not-for-profit, in which case other action must be taken to comply with the proposal requirements.

The RFP package will also include other documents that must be completed and returned with the RFP. Failure to comply with instructions and to complete and submit all required forms, may be cause for disqualification of the vendor and rejection of the RFP.

No proposal may be withdrawn, except in accordance with the Public School Contracts Law, for a period of sixty (60) days after the date set for opening of proposals.

The Board reserves the right to reject any or all RFPs, pursuant to N.J.S.A. 18A:18A-1 et seq. and to waive any informalities in accordance with the applicable law.

The district requests that the successful candidate start the services as soon as possible after award.

John Calavano
Business Administrator/Board Secretary
West Orange Board of Education
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