

**VOORHEES TOWNSHIP BOARD OF EDUCATION
VOORHEES, NEW JERSEY 08043**

COMPETITIVE CONTRACTING-- REQUEST FOR PROPOSALS (RFP)

LEGAL ADVERTISEMENT

The Voorhees Township Board of Education solicits proposals through the Competitive Contracting process in accordance with N.J.S.A. 18A:18A-4.1 et seq.

PROPOSAL CC/RFP 02-25/26

SUBSTITUTE STAFFING SERVICES

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

Helen G. Haley
School Business Administrator/Board Secretary
Voorhees Township Board of Education
329 Route 73
Voorhees, New Jersey 08043
Email: Haley@voorhees.k12.nj.us

Proposals must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/ Board Secretary of the Voorhees Township Board of Education **on or before** the date and time indicated below.

The envelope is to bear the following information:

Title:	Substitute Staffing Services
Proposal Number	CC/RFP 02-25/26
Name and Address of Vendor	Name and Address of Vendor
Proposal Opening Date	Tuesday, May 20, 2025
Proposal Opening Time	11:00a.m.

The envelope must be addressed to:

VOORHEES TOWNSHIP BOARD OF EDUCATION
Attention: Helen G. Haley, School Business Administrator/Board Secretary
329 Route 73
Voorhees, New Jersey 08043

Location of Proposal Opening

VOORHEES TOWNSHIP BOARD OF EDUCATION
329 Route 73
Voorhees, New Jersey 08043

The proposal opening process will begin on the advertised date and time at the Voorhees Township Board of Education, 329 Route 73, Voorhees, New Jersey 08043. Proposals may also be submitted to the School Business Administrator/Board Secretary or designee at the proposal opening meeting in the Board Meeting Room prior to the advertised date and time. The School Business Administrator/Board Secretary shall publicly receive and open all proposals on the advertised date and time.

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

The Board of Education does not accept electronic (e-mail) submissions of Competitive Contracting proposals.

All vendors 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.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Bidders (proposers) 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 are requested to be filed with the proposal. The proposal package will also include other documents that must be completed and returned with the proposal. Failure 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 disqualify any or all vendors pursuant to N.J.S.A. 18A:18A-4.5 (b) and/or N.J.S.A. 18A:18A-22 and to waive minor informalities or non-material exceptions.

All proposals solicited and received are done so pursuant to the Competitive Contracting Process. N.J.S.A. 18A:18A-4.1 et seq., and N.J.A.C. 5:34-1 et seq.

**Helen G. Haley
School Business Administrator/Board Secretary**