

# REQUEST FOR PROPOSAL

## Virtual Tutoring Services

NOTICE is hereby given that the Lower Township Board of Education is accepting sealed proposals for Virtual Tutoring Services **on or before 10:00 a.m. on October 11, 2023**. Proposals should be submitted on the required forms, in a sealed container or envelope labeled **Virtual Tutoring Services** and delivered to the Office of the Business Administrator as provided below:

**Lower Township Board of Education**  
**Attn: Patricia Ryan, School Business Administrator**  
**905 Seashore Road**  
**Cape May, NJ 08204**

The Board assumes no responsibility for bids that are improperly mailed or misdirected. No proposals, under any circumstances, shall be received after the time designated in the advertisement.

Upon release of this RFP, all Contractor communications concerning this information request must be directed in writing no later than 5:00 p.m. on October 6, 2023 to the Business Administrator, who is the only authorized contact person for the RFP. Any contact or lobbying regarding this RFP with any elected, appointed official or employee of the School District other than the Business Administrator can and will result in disqualification. Any oral communications will be considered unofficial and non-binding on the School District.

**Interested parties may obtain specifications from School Business Administrator, Patricia Ryan, Lower Township Board of Education, via email at [tryan@lowertwpschools.com](mailto:tryan@lowertwpschools.com) or telephone at 609-884-9400 x2606.**

The Board of Education does not accept electronic (e-mail) submission of Competitive Contracting proposals at this time. 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.

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. Respondents must also submit all affirmative action documentation.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must 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 reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive minor informalities or non-material exceptions, that may be in the best interest of the Board. All proposals solicited and received are done so pursuant to the Competitive Contracting Process. N.J.S.A. 18A:18A-4.1 et seq.

By Order of the Lower Township Board of Education,  
Cape May County, New Jersey

Patricia Ryan, Business Administrator