



## State of New Jersey

CHRIS CHRISTIE  
GOVERNOR

### NEW JERSEY HIGHER EDUCATION

P.O. Box 542  
TRENTON, NJ 08625-0542  
TELEPHONE: (609) 292-4310  
FAX: (609) 292-7225  
E-mail: njhe@njhe.state.nj.us

KIM GUADAGNO  
LT. GOVERNOR

ROCHELLE R. HENDRICKS  
SECRETARY OF HIGHER EDUCATION

## Professional Development for NJ GEAR UP Teachers and Counselors Request for Proposal

---

### Introduction

The Office of the Secretary of Higher Education of New Jersey (OSHE) invites proposals from qualified providers to offer professional development opportunities for NJ GEAR UP target school teachers and counselors.

### Program description

New Jersey GEAR UP is an initiative funded by the U.S. Department of Education and administered by OSHE. Its goal is to increase the number of low-income students who are prepared to enter and succeed in postsecondary education beginning in the sixth grade.

NJ GEAR UP State project provides comprehensive mentoring, outreach, and supportive services to participating students in 56 middle and high schools in eight urban centers. These services include: 1) providing information regarding financial aid for postsecondary education to participating students 2) encouraging student enrollment in rigorous and challenging curricula and coursework, in order to reduce the need for remedial coursework at the postsecondary level and 3) improving the number of participating students who obtain a secondary school diploma and complete applications for and enroll in a program of postsecondary education. Programs emphasize the sciences, mathematics, technology, and language arts. The services and activities provided by the programs ensure that students successfully complete high school and enroll in college. For a complete description of the program, please go to:

<http://www.nj.gov/highereducation/gearup/index.html>

### *Professional Development for NJ GEAR UP Target School Teachers and Counselors in Northern and Central New Jersey*

NJ GEAR UP provides professional development opportunities for target school teachers and counselors through real-time workshops, on-site school support, and summer training institutes. The goal is to provide teachers and counselors with opportunities to enhance teaching and counseling practices to:

- increase student academic achievement in science, mathematics, technology and language arts
- encourage a rigorous curriculum for all students
- support college and career awareness and preparation for postsecondary success

**Deliverables**

We anticipate that the core deliverable will be a comprehensive professional development program consisting of on-site workshops, public workshops/conferences, and/or summer training for at least [200] target school teachers and counselors. Educators will earn at least 6 professional development hours through their participation in GEAR UP sponsored activities. The provider will submit an annual report with description of activities, number of participants, number of PD hours earned, and teacher feedback.

The provider will serve teachers and counselors from the following target schools/districts:

Jersey City	Newark	Paterson	Trenton
<ul style="list-style-type: none"> <li>• PS #23 ES</li> <li>• PS #24 ES</li> <li>• PS #38 ES</li> <li>• PS #40 ES</li> <li>• Center for the Arts</li> <li>• Henry Snyder HS</li> <li>• Lincoln HS</li> <li>• University Academy Charter HS</li> </ul>	<ul style="list-style-type: none"> <li>• Hawkins Street ES</li> <li>• Hawthorne Avenue</li> <li>• Lafayette</li> <li>• Luis Munoz Marin</li> <li>• Maple Avenue</li> <li>• Park ES</li> <li>• Quitman Community</li> <li>• Rafael Hernandez</li> <li>• Ridge Street</li> <li>• Sussex Avenue</li> <li>• Wilson Avenue</li> <li>• Barringer HS</li> <li>• Central HS</li> <li>• East Side HS</li> </ul>	<ul style="list-style-type: none"> <li>• PS #2 ES</li> <li>• PS #6 ES</li> <li>• PS #10 ES</li> <li>• East Side HS</li> <li>• J. F. Kennedy HS</li> <li>• International HS</li> </ul>	<ul style="list-style-type: none"> <li>• Grace Dunn MS</li> <li>• Hedgepeth-Williams MS</li> <li>• Joyce Kilmer ES</li> <li>• Monument ES</li> <li>• M.L. King MS</li> <li>• Trenton Central HS, including West and North campuses</li> </ul>

**Budget**

Total bids may not exceed the amount of **\$30,000** which should include an estimate for all expenses including:

- a. training costs (academic year and summer)
- b. space/equipment costs
- c. publicity costs
- d. administrative costs (registration, data collection, reporting, etc.)
- e. matching contributions

## Proposal Guidelines

The proposal should include the following components:

- A narrative description of:
  - provider's history and years in developing teacher/counselor professional development including previous work with GEAR UP target schools/districts.
  - description of professional development goals and activities
  - alignment to NJ GEAR UP and professional development goals
  - delivery format including on-site custom training (during/after-school hours), public workshops/conferences, and/or summer training
  - number of teachers and counselors to be served per program/activity
  - location for services to be provided (school level, district level, and/or university level, other)
  - outreach/publicity efforts to encourage teacher/counselor participation across target schools
- A budget for the proposed deliverables, including the proposed cost for outreach, training, space, equipment, data collection, and reporting, and the availability of in-kind resources
- A budget narrative for the proposed deliverables, including the proposed cost for outreach, training, space, equipment, data collection, and reporting, and the availability of in-kind resources
- A timeline for implementation including a 2014-15 academic-year and summer 2015 calendar for training
- Completed and signed "Agency Request for Proposal" form (PB -120); please see below

Please insure your proposal materials and required form are **properly labeled and sealed**. Proposals with an unsigned Agency Request for Proposal form will be rejected automatically.

<b>PROPOSAL DEADLINE: September 17, 2014 by 4pm Award Notification: October 3, 2014</b>
-----------------------------------------------------------------------------------------

### Proposal submission and contact information

Address to which proposal should be submitted:

#### Regular Mail

Mr. Errol Bruce, State Director  
NJ GEAR UP State Project  
Office of the Secretary of Higher Education  
P.O. Box 542  
Trenton, New Jersey 08625-0542

#### Overnight Mail

Mr. Errol Bruce, State Director  
NJ GEAR UP State Project  
Office of the Secretary of Higher Education  
20 West State Street - 4th Floor  
Trenton, New Jersey 08608

Please contact Mr. Errol Bruce, State Director, at [errol.bruce@njhe.state.nj.us](mailto:errol.bruce@njhe.state.nj.us) or 609-341-3807 with any questions.

**STATE OF NEW JERSEY  
New Jersey Higher Education  
AGENCY REQUEST FOR PROPOSAL**

Vendor Name and Address:	Return This Proposal To: Regular Mail: Office of the Secretary of Higher Education P.O. Box 542 Trenton, New Jersey 08625-0542 Overnight Mail: Office of the Secretary of Higher Education 20 West State Street - 4th Floor Trenton, New Jersey 08625-0542	Deliver To:  <b>Errol Bruce</b>
--------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------

NOTE: This proposal must be returned before the close of business on the following date:	Agency Person to Contact: <b>Angela Bethea</b>
------------------------------------------------------------------------------------------	---------------------------------------------------

Fiscal Year 2014	Account Number 100-074-2400-KKKK-026-5FGU	Agency Reference No. 2400	Commodity Code No. 924-19
---------------------	----------------------------------------------	------------------------------	------------------------------

**IMPORTANT INSTRUCTIONS TO BIDDERS:** Read the entire bid proposal, terms and conditions, and specifications. Fill in all information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alterations to unit and/or total prices must be initialed by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals will not be considered.

**NOTE: THE TERMS AND CONDITIONS ARE ON THE FOLLOWING PAGE.**

ITEM NO.	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT

<b>e PRICES ARE FIRM UNTIL THE FOLLOWING DATE:</b>	<b>TOTAL: \$</b>
----------------------------------------------------	------------------

Cash Discount	Date of Delivery	Vendor's Federal ID Number	Vendor's Telephone No.
---------------	------------------	----------------------------	------------------------

	Vendor's Signature ( <i>Must Be Signed</i> ):	Print or Type Name Below:	Date:
--	-----------------------------------------------	---------------------------	-------

PBHE-120 MAY 11

The following terms and conditions shall apply to all contracts or purchase agreements made with the State of New Jersey as a result of this proposal.

Refer to **AGENCY REF. NO.** (see proposal cover sheet) in all written and verbal correspondence.

1. **CORPORATE AUTHORITY** – All corporations doing business with the State of New Jersey must be registered with the Office of the Secretary of State. Forms are available by contacting the Office of the Secretary of State, Trenton, NJ.
2. **ANTI-DISCRIMINATION** – All parties to any contract resulting from this proposal agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within *N.J.S.A. 10:2-1 through 10:2-04, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38.*
3. **THE WORKER AND COMMUNITY RIGHT TO KNOW ACT** – The provisions of *N.J.S.A. 34:5A-1 et seq.* which require the labeling of all containers of hazardous substances are applicable to this contract.  
Therefore, all goods offered for purchase to the State must be labeled by the contractor in compliance with the provisions of the Act.
4. **COMPLIANCE LAWS** – The contractor must comply with all local, state and federal laws, rules and regulations applicable to this contract and to the goods delivered or services performed.
5. **COMPLIANCE – STATE LAWS** – It is agreed and understood that any contracts and/or orders placed as a result of this proposal shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the STATE OF NEW JERSEY.
6. **COMPLIANCE – CODES** – The contractor must comply with the New Jersey Uniform Construction Code (NJUCC) and the latest NEC70, B.O.C.A. Basic Building Code, OSHA and all applicable codes for this requirement. The successful bidder will be responsible for securing and paying for all necessary permits, where applicable.
7. **LIABILITY – COPYRIGHT** – The contractor shall hold and save the State of New Jersey, its officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of this contract.
8. **INDEMNIFICATION** – If it becomes necessary for the contractor either as principal or by agent or employee to enter the property of the State in order to perform under this agreement, the contractor agrees to use and provide all necessary and sufficient precautions against the occurrence of any accidents or injuries to any person or property during the progress of work covered. The contractor will be responsible for, indemnify and save harmless the State for accidents, injuries or damages that may occur from such work.
9. **INSURANCE** – The contractor will carry insurance as broad as the standard coverage forms currently in use in the State of New Jersey to indemnify the State against any claim for loss, damage or injury to property or person arising out of the performance of the contractor or his employees and agents of the services covered by this agreement. The contractor shall provide certificates or such insurance to the State upon request.
10. **PERFORMANCE GUARANTEE OF BIDDER** – The bidder certifies that:
  - a. The equipment offered is standard new equipment, is in current production and the latest model of regular stock product, with parts regularly used for the type of equipment offered, that such parts are all in production and not likely to be discontinued; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
  - b. All equipment supplied to the State and operated by electrical current is UL listed where applicable.
  - c. For all equipment purchases, the bidder shall indicate the manufacturer's standard warranty. The contractor will render prompt service, without charge, regardless of geographic location. During the warranty period, the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.  
Sufficient quantities of parts necessary for proper service to equipment will be maintained at distribution points and service headquarters.
  - d. All services rendered to the State shall be performed in strict and full accordance with the specifications stated in the contract/purchase order. The contract shall not be considered complete until final approval by the State's using agency is rendered.
11. **BRAND NAME ALTERNATIVES** – Brand names and/or descriptions used in this proposal are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials will be judged. Competitive items must be equal to the standard described and be of the same reputation for quality and workmanship. Variations between the materials described and materials offered must be fully explained by the bidder in an accompanying letter. A full explanation is to be given of any improved features or innovations recently developed, now on the market, but not previously available. Where specifications are attached describing the item, the bid must list in detail wherein the material offered differs from the specifications. In the absence of any changes by the bidder, it will be presumed and required that material as described in the proposal be delivered.
12. **PRICE QUOTATIONS** – Insert prices for furnishing all or any portion of the material or articles described. All prices quoted shall be firm through issuance or contract/purchase order and for delivery of quantities specified, and shall not be subject to increase during the period of the contract/purchase order. Prices shall be net and must include all transportation charges fully prepaid by the contractor, F.O.B. Destination.
13. **TAX CHARGES** - The State of New Jersey is exempt from State sales or use taxes and Federal excise taxes. Therefore, they must not be included in the proposal price or invoice. The State's Federal Excise Tax Exemption number is 22-75-0050K.
14. **DELIVERY** – F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of new jersey unless otherwise specified. No additional charges will be allowed for any transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.
15. **PAYMENT** – Payments will only be made against State payment vouchers. All goods are to be billed at the prices quoted. State payment voucher in duplicate together with original Bill of Lading, express receipt and other related papers must be sent to the consignee on the date of each delivery.

16. **NEW JERSEY PROMPT PAYMENT ACT** – The New Jersey Prompt Payment Act requires State agencies to pay for goods and services within 60 days of the agency's receipt of a properly executed State payment voucher or within 60 days of receipt and acceptance of goods and services, whichever is later.
17. **CASH DISCOUNTS** – Cash discounts for periods of less than 21 calendar days will not be considered as factors in the award of contracts. However, all cash discounts, regardless of amount or length of discount term, will become part of any awarded contract/purchase order.
  - a. A discount period shall commence on the day the State using agency receives a properly signed and executed State payment voucher for products or services that have been duly accepted by the State using agency in accordance with the terms, conditions and specifications of the contract/purchase order. If the State payment voucher is received prior to delivery of goods and services, the discount period begins with the acceptance of the goods and services.
  - b. The date on the check issued by the State in payment of that voucher shall be deemed the date of the State's response to that voucher.
18. **STANDARDS PROHIBITING CONFLICTS OF INTEREST** – All contracts or purchase agreements made with the State of New Jersey must comply with Executive Order No. 189 (1988) concerning standards prohibiting conflicts of interest on vendor activities. The provisions of Executive Order No. 189 will be included on the purchase order issued to the award-winning vendor.