

**REQUEST FOR PROPOSALS**  
**Proposal Advertisement**

The District of the City of Camden, New Jersey, hereby advertises for proposals in accordance with N.J.S.A. 18A:18A-21(a, b) for the 2020-2021 school year.

**CBOE 15-20 TRANSLATION SERVICES**

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

**Theresa Thompson**  
Senior Manager of Procurement  
Camden City School District  
1033 Cambridge Street  
Business Office, 3<sup>rd</sup> Floor  
Camden, New Jersey 08105  
E mail: [Purchasing@camden.k12.nj.us](mailto:Purchasing@camden.k12.nj.us)

Proposals must be sealed, the envelope to bear the following information:

RFP Title **CBOE 15-20 TRANSLATION SERVICES**

Name and Address of the Firm

**All questions related to this RFP must be submitted in writing no later than 12:00 noon February 25, 2020. Questions received after the due date and time will not be addressed. Submit question to: [Purchasing@camden.k12.nj.us](mailto:Purchasing@camden.k12.nj.us).**

Proposals must be delivered to the Business Office of the Camden City School District on or before

Date: March 4, 2020

Time: 10:00 A.M.

The proposal opening process will begin on the above date and time. No proposals shall be received after the time designated in the advertisement. (N.J.S.A. 18A:18A-21(b)).

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

Corporate and partnership firms 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.

A Non-Collusion Affidavit and a Firm 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 comply with Instructions to Firms and to complete and submit all required forms may be cause for disqualification and rejection of the proposal.

All firms shall submit with their proposal package a copy of the New Jersey Business Registration Certificate as issued by the Department of Treasury of the State of New Jersey. (N.J.S.A. 52:32-44)

The District reserves the right to reject any or all proposals and to waive any informality.

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Anisah Coppin  
School Business Administrator