

**CAMDEN CITY SCHOL DISTRICT  
REQUEST FOR PROPOSALS  
Advertisement**

The Camden City Public Schools of Camden, New Jersey, hereby advertises for proposals in accordance with N.J.S.A. 18A:18A-21(a, b) for the 2024-2025 fiscal year.

**CBOE 15-24 Special Counsel**

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

Maureen Schanne  
Purchasing Agent  
Senior Manager of Procurement  
Camden City School District  
Business Office, 3rd Floor  
1033 Cambridge Street, Camden, NJ 08105  
Email: [Purchasing@camden.k12.nj.us](mailto:Purchasing@camden.k12.nj.us)

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

Title: **CBOE 15-24 Special Counsel**

Name and Address of the Organization

**All questions related to this RFP must be submitted in writing no later than April 12, 2024, Questions received after the due date and time will not be addressed. Submit questions to: [Purchasing@camden.k12.nj.us](mailto:Purchasing@camden.k12.nj.us).**

**The opening of the contract will take place on site and will be recorded via Zoom. A separate invite will be sent at the bidders' request.**

Proposals must be delivered to the Business Office of the Camden City Public Schools on or before

Date: April 26, 2024  
Time: 11:30 AM

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 organizations 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 organizations 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 an Organization 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 Organizations and to complete and submit all required forms may be cause for disqualification and rejection of the proposal.

All organizations 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) or the intent to apply for the New Jersey Business Registration Certificate. An organization must have obtained a New Jersey Business Registration Certificate before the award of a contract can be made.

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

Dr. Kelvin Smith, Interim- School Business Administrator