



Newark Board of Education Vendor Workshop

Presented by Sherelle Spriggs, Director of Support Services



Agenda

This workshop is designed to provide an overview of essential information in relation to providing goods and services for the Newark Board of Education.



Discussion Topics

- Vendor Documents
- Methods of Procurement
- Business Hours
- Purchase Order Process
- Payment Process
- Set-Aside Contracts for Small, Minority and Women Owned Businesses
- Questions and Answers



Procurement Governance

The Newark Board of Education's procurement practices are governed by Public School Contracts Law outlined in N.J.S.A. 18A:18A-1 et seq.

And when utilizing federal funds, we're governed by the Code of Federal Regulations in addition to New Jersey's Public School Contract Law, conforming to the regulation that is more restrictive.



Methods of Procurement

WRITTEN QUOTATION (up to \$52,999)

- Written statement of price
- Must have Company's address, billing information, contact information, complete description of goods and or services, quotation date, and validity date

REQUEST FOR BIDS (RFB) (\$53,000 and over)

- Most common form of solicitation, awarded to the lowest responsive and responsible bidder
- Most readily used for goods and services
- Requires a Board resolution
- 50-90 days to complete

REQUEST FOR PROPOSAL (RFP) (\$53,000 and over)

- Formal solicitation with comprehensive scope of work, minimum requirements, evaluative method of award
- Only used for select services
- Requires a Board resolution
- 60-110 days to complete



Bid and Request For Proposal Awards

Bids are awarded to the lowest responsive and responsible bidder.

Request for proposals are evaluated based on the evaluation criteria identified in the request for proposal and awarded in the best interest of the District.



Request for Bids and Proposals

Pre-submission Meetings

Live interactive virtual meetings to review completion of the required documents and the electronic submission process.

Questions and Answers

All request for bids and proposals have a questions submission deadline. The Questions and Answers addendum is published at least 7 days prior to the bid/proposal submission deadline



Standard Contract Documents

- Political Contribution Disclosure Form
- Statement of Ownership Disclosure Form
- Prohibited Activities in Russia or Belarus Form
- Disclosure of Investment Activities in Iran Form
- Non-Collusion Affidavit
- Newark Board of Education Vendor Form
- W9
- New Jersey Business Registration Certificate (application link <https://www.state.nj.us/treasury/revenue/gettingregistered.shtml>)
- Certificate of Employee Information (application link https://www.nj.gov/treasury/contract_compliance/)
- Terms and Conditions
- Board Approved Resolution
- Insurance Certificate naming the Newark Board of Education as an additional insured party and certificate holder
- Bid Bond
- Performance Bond



Standard Contract Documents and Thresholds

- Up to \$7,949 = NBOE Vendor Form, W9, Iran Disclosure Form, Russia Disclosure Form, and Proof of Non-Debarred State and Federal Status
- \$7,950.00 and over = NBOE Vendor Form, W9, Iran Disclosure Form, Russia Disclosure Form, Proof of Non-Debarred State and Federal Status, and New Jersey Business Registration Certificate
- \$17,500.00 and over = NBOE Vendor Form, W9, Iran Disclosure Form, Russia Disclosure Form, Proof of Non-Debarred State and Federal Status, New Jersey Business Registration Certificate, and Political Contribution Disclosure Form
- \$53,000.00 and over = NBOE Vendor Form, W9, Iran Disclosure Form, Russia Disclosure Form, Proof of Non-Debarred State and Federal Status, New Jersey Business Registration Certificate, Political Contribution Disclosure Form, Statement of Ownership Disclosure Form, Certificate of Employee Information, and Insurance Certificate



Standard Contract Document Review



Active Solicitations

10151 Supply Installation and Repair of Window Shades and Stage Draperies

10171 Bulk Waste Pick-Up and Disposal

10193 Lumber and Related Supplies II

10194 Lit Fiber Wide Area Network



Active Solicitations

10195 Internet Ports and Services

10197 Catering Services II

10201 Cafeteria Trash Liners



Locating Active Solicitations

Newark Board of Education Website

<https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/>

Star Ledger Legal Advertisements

<https://classifieds.nj.com/nj/category/legals>



Upcoming Solicitations

Ink and Toner Cartridges

Individualized Education Plan
Related Services

Multi-purpose Paper

Parking Lot Renovation at
Barringer High School

High School Athletic Supplies

Student Enrichment Services

Trash Liners



Marketing Services to the District

Vendors should contact the School or Department Director via their customary methods of marketing.

Access to District locations is limited. In your marketing outreach you may request to schedule a virtual meeting.



Electronic Bidding Portal

Request for bids and request for proposals are submitted electronically via our bidding platform. <https://npssourcing.com/>

To participate in an active solicitation, you will need credentials. Instructions for receiving credentials are located on the first page of each solicitation.

Electronic Bidding tutorial videos are available via <https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/>



Bid Submission Timeliness

New Jersey Public School Contracts Law does not permit the acceptance of late bids (NJSA 18A:18A-21).

Make sure to review the bid submission deadline and submit your bid in a timely manner. Even if the submission is one minute late, we cannot accept it.



Set-Aside Contracts for Small, Minority and Women Owned Businesses

When a contract is Set-Aside for Small, Minority and Women Owned Businesses, all bid participants must be certified owned enterprises. The certification must be dated on or before the date of the bid opening. We cannot consider applications in progress.



Set-Aside Contracts for Small, Minority and Women Owned Businesses

Certification is a determination made by certain certifying entities that a business is, in fact eligible to compete for contracts under the Set-Aside program. Certifying entities include, but are not limited to the following:

- New Jersey Department of Commerce and Economic Development
- New Jersey Department of Transportation
- Port Authority of New York/New Jersey
- United States Small Business Administration



Set-Aside Contracts for Small, Minority and Women Owned Businesses

The Newark Board of Education has contracts specifically Set-Aside for Small, Minority, and Women Owned Businesses.

To make a contract Set-Aside a disparity study must take place. The disparity study will identify which contracts the Board should Set-Aside.

The study is completed by a qualified third party. They collect and examine our procurement data to determine the occurrence of disparity, or if any disparity exists. They review census data on minority, small, and women business owners, the District's purchasing methods, contracts awarded, and purchase orders issued. Additional data is collected through vendor focus groups, public hearings, surveys, and vendor interviews.

A disparity study determines if inequities exist in public procurement and contracting that adversely affect minority and women owned businesses. The Newark Board of Education completes a Disparity study approximately every 10 years.



Current NBOE Set-Aside Contracts

Design Consultant Services for Emergent and/or Capital Projects

(Architectural and Engineering Services)

Landscaping and Ground Maintenance

Paving Services

Trophies and Awards

T-Shirt and Golf Style Apparel



Reviewing Awarded Contracts

All contracts greater than \$52,999 require Board Approval. Our Board meets once a month to award contracts. After the Board has voted, the results are published to the public via our Electronic School Board Website.

<https://newarkpublic.ic-board.com/>



Purchase Order

The Newark Board of Education authorizes the delivery of goods and or performance of services via a purchase order. The purchase order is the District's financial instrument, when you receive a purchase order the District has provided authorization for you to provide the services or delivery of the goods identified within the purchase order.

Purchase orders are dispatched via email to the email address on your vendor form unless an alternative email address is requested.



Purchase Order Process

Requestors of the Newark Board of Education will submit a funded request for goods or services.

The request routes through a series of District approvers.

The Office of Purchasing will perform the necessary procurement actions and generate the purchase order.

The purchase order will route to the vendor via email, once received the vendor can contact the requestor (top right corner of purchase order) and schedule delivery.

THE NEWARK BOARD OF EDUCATION
 Purchasing Department
 765 Broad Street, Newark, NJ 07102
 973 733-6549 FAX 973 733-6600

PURCHASE ORDER NO.:
PO 0004040
THIS NUMBER MUST APPEAR ON ALL INVOICE DESCRIPTIONS

Ship To: **EAST SIDE HIGH SCHOOL**
 238 VAN BUREN STREET
 NEWARK NJ 07105
 Phone #: 973-466-4900

Vendor: 19181
Risk Computer Center

Bill To: **THE NEWARK BOARD OF EDUCATION**
 ACCOUNTS PAYABLE 2nd Fl. East Wing
 765 BROAD ST NEWARK NJ 07102
 (973) 733-6966

PO Date: 10/21/2021

PRINTED DATE	Payment Terms	FOB	Buyer	Phone	Method
10/22/2021	Net 30	Description	Riosera, Karen		

INSIDE DELIVERY REQUIRED

Qty	Part No.	Part Description	Contract No. - Line No.	Quantity UOM	PO Price	Extended Amt	Disc. Code
38.0000	AS 508	COSSOUCY 91510 - 00					
000207425-1	CC50A	0150B-11					
1-1	EP 304A	BLACK PRINTERS CARTRIDGE		38.0000	64.60	3,732.80	
					FREIGHT	6.60	
							10/21/2021
Account Summary							
		15-10-09-100-010-000-HSL	\$1,102.00				
Total PO Amount					\$	1,152.00	

No changes other than those specified will be allowed. This purchase order is not to be re-ordered.
 Vendor acceptance of this order represents acceptance of general conditions.
 Inquiries concerning payment on completed deliveries should be made to Account Payable Department. Telephone (973) 733-6966. PAYMENT MAY NOT BE MADE UNTIL PURCHASE ORDER IS COMPLETED AND A SIGNED VOUCHER ALONG WITH AN INVOICE IS RETURNED TO ACCOUNT PAYABLE DEPARTMENT.

SCHOOL BUSINESS ADMINISTRATOR

Vendor Copy Page No. 1





Unauthorized Purchase

Vendors shall not provide services or deliver goods without receipt of a purchase order.

The purchase order is the only authorization to legitimately permit a vendor to render services or deliver goods. The Newark Board of Education is not responsible for payment of services provided or goods delivered prior to the issuance of a purchase order.

Services provided or goods delivered prior to the issuance of a purchase order are unauthorized and a violation of Public School Contracts Law.



Payment Process

The District's standard payment terms are Net 30 days. Upon completion of delivering goods or providing services, Vendors shall submit a signed voucher and invoice to Accounts Payable via AccountsPayable@NPS.K12.NJ.US .

To process payment three items are required:

Signed voucher (provided by Vendor)

Invoice (provided by Vendor)

Confirmation of received goods/services (completed by Requestor)



Payment Process - Voucher

The voucher is included in the email when you receive your purchase order. Visually, these documents look very similar. They will both outline what was purchased. The purchase order will be signed by the School Business Administrator granting you authorization to provide goods and or services. The purchase order is retained for your records.

The Voucher will outline the authorized goods and or services and have a Claimant Declaration at the bottom. The Voucher must be signed and submitted to Accounts Payable via AccountsPayable@NPS.K12.NJ.US.

THE NEWARK BOARD OF EDUCATION
 Purchasing Department
 765 Second Street, Newark, NJ 07102
 973 733-6549 FAX 973 733-6600

PURCHASE ORDER NO.
 THE NUMBER LIST APPEARS ON ALL ORDERS AND INVOICES

Vendor: 19181
 Buyer: [REDACTED]

Ship To: EAST SIDE HIGH SCHOOL
 238 VAN BUREN STREET
 NEWARK NJ 07102
 Phone #: 973-465-4900

Bill To: THE NEWARK BOARD OF EDUCATION
 ACCOUNTS PAYABLE - ON F. East Wing
 765 SECOND ST NEWARK NJ 07102
 (973) 733-6906

PO Date: 10/21/2021

Printed Date	Payment Terms	FOB	Buyer	Phone	Method
10/22/2021	Net 30	Destination	Shenock, Karen		

INSIDE DELIVERY REQUIRED

Item No.	Item No.	Quantity	Unit	PO Price	Extended Amt	Line Code
000221426-1	COCKOA 91N08-11 FORKS AND CARFELDOGG 2 1/2 1/2" DEKA BLACK Pealover Chalkboard	75	COCK	64.00	4,712.00	20/21/2021
Associated Summary:						
TS-19-004-100-014-030-000-HDL						\$1,152.00

SAMPLE

INSTRUCTIONS:
 1-COMplete FORM IN ITS ENTIRETY
 2-SIGN CLAIMANT'S DECLARATION
 3-THIS VOUCHER MUST BE SUBMITTED TO THE ACCOUNTS PAYABLE DIVISION

CLAIMANT'S DECLARATION:
 I, the undersigned, hereby certify that the above information is true and correct, and that the amount charged is a reasonable one.

Vendor Bill Signature: _____ Title: _____ Date: _____

NET TOTAL: \$1,152.00 Page No. 1 of 1

Purchase Order

THE NEWARK BOARD OF EDUCATION
Purchasing Department
765 Broad Street, Newark, NJ 07102
973 733-6549 FAX 973 733-6600

PURCHASE ORDER NO. **PO 0004040**
THIS NUMBER MUST APPEAR ON ALL INVOICES AND PACKAGES

Ship To: **EAST SIDE HIGH SCHOOL**
238 VAN BUREN STREET
NEWARK NJ 07105
Phone #: 973-465-4900

Vendor: 19181
Rasik Computer Center

Bill To: **THE NEWARK BOARD OF EDUCATION**
ACCOUNTS PAYABLE Dept. File # East Wing
765 BROAD ST NEWARK, NJ 07102
(973) 733-6966

PO Date: 10/21/2021

Printed Date	Payment Terms	FOB	Buyer	Phone	Method
10/22/2021	Net 30	Destination	Blessing, Karen		

INSIDE DELIVERY REQUIRED

Item No.	Item Description	Quantity	UOM	PO Price	Extended Amt	Due Date
0000207425-1	CC530A 9150B-11 TONER AND CARTRIDGE	18.00EA		64.00	1,152.00	10/31/2021
	HP 304A BLACK Printer Cartridge				0.00	
	Account Summary:					
	15-15-204-100-610-030-000-HGL				\$ 1,152.00	

Total PO Amount: \$ 1,152.00

No changes other than those specified will be allowed. This purchase order is not transferable. Vendor acceptance of this order represents acceptance of general conditions. Inquiries concerning payment on completed deliveries, should be made to Account Payable Department, Telephone (973) 733-6966. PAYMENT MAY NOT BE MADE UNTIL PURCHASE ORDER IS COMPLETED AND A SIGNED VOUCHER ALONG WITH AN INVOICE IS RETURNED TO ACCOUNT PAYABLE DEPARTMENT.

Vendor Copy Page No. 1

Voucher

THE NEWARK BOARD OF EDUCATION
Purchasing Department
765 Broad Street, Newark, NJ 07102
973 733-6549 FAX 973 733-6600

PURCHASE ORDER NO. **PO 0004040**
THIS NUMBER MUST APPEAR ON ALL INVOICES AND PACKAGES

Ship To: **EAST SIDE HIGH SCHOOL**
238 VAN BUREN STREET
NEWARK NJ 07105
Phone #: 973-465-4900

Vendor: 19181
Rasik Computer Center

Bill To: **THE NEWARK BOARD OF EDUCATION**
ACCOUNTS PAYABLE Dept. File # East Wing
765 BROAD ST NEWARK, NJ 07102
(973) 733-6966

PO Date: 10/21/2021

Printed Date	Payment Terms	FOB	Buyer	Phone	Method
10/22/2021	Net 30	Destination	Blessing, Karen		

INSIDE DELIVERY REQUIRED

Item No.	Item Description	Quantity	UOM	PO Price	Extended Amt	Due Date
0000207425-1	CC530A 9150B-11 TONER AND CARTRIDGE	18.00EA		64.00	1,152.00	10/31/2021
	HP 304A BLACK Printer Cartridge				0.00	
	Account Summary:					
	15-15-204-100-610-030-000-HGL				\$ 1,152.00	

Total PO Amount: \$ 1,152.00

INSTRUCTIONS:
1. COMPLETE FORM IN ITS ENTIRETY
2. SIGN CLAMANT'S DECLARATION
3. THIS VOUCHER MUST BE RETURNED TO THE ACCOUNTS PAYABLE DIVISION

1. I do solemnly declare and certify under penalty of the law that the person acknowledged hereon is in compliance with the school district's terms and conditions as specified, that the weight or is correct as all its contents, that the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons with the knowledge of its amount in connection with the above claim, that the amount herein stated is justly due and owing, that the amount charged is a reasonable one.

Vendor Bill Page No. 1

SAMPLE

Payment Process - Invoice

At a minimum all invoices shall include:

- The Vendor's complete business name, address, and contact information
- A unique invoice number (all invoices cannot have the same number)
- Invoice date
- Purchase order number
- Ship to location name
- Ship to location address
- Item/service descriptions, quantities, prices
- Delivery/ service date(s)
- Tracking information (if available)



Business Hours

The Purchasing Department is open Monday through Friday
8:00 a.m. through 4:00 p.m.

Telephone Number 973-733-6549

Email Purchasing@NPS.K12.NJ.US

All Request For Bids and Request For Proposals are submitted
electronically.



Review of questions submitted in the chat.

