



Roger León
Superintendent

Newark Board of Education

Where Passion Meets Progress

Doing Business with the Newark Board of Education Virtual Workshop Thursday, January 22, 2026 Questions and Answers

Question 1 – The strategic plan mentions prioritizing culturally responsive education & instruction. Is that still a priority, even in this wild climate? My business is an Ai instructional platform for teachers to make culturally responsive lessons (all subjects).

Answer – Yes, the strategic plan is still active for building a new educational ecosystem in Newark, and available via the link below.

<https://www.nps.k12.nj.us/info/the-next-decade/>

Question 2 – I am new to the vendors service I am a small business that teaches boxing and fitness cardio as well as self-defense classes. How do I proceed in applying for my vendor license?

Answer – The Newark Board of Education does not issue vendor licenses. Required documents vary based on the solicitation. Standard state certificates are listed below followed by the application link.

New Jersey Business Registration Certificate

<https://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

Certificate of Employee Information/ AA-302

https://www.nj.gov/treasury/contract_compliance/

Question 3 – Will these slides be shared? Is there a specific link where we can find this information?

Answer – Yes, the presentation slides are available via the link below.

<https://www.nps.k12.nj.us/departments/purchasing/>

Question 4 – What is the bid threshold?

Answer – \$53,000

Question 5 – If there is not a bid available for the type of services a company provides, is there still an opportunity to be registered as a vendor?

Answer – Yes, upon receipt of a funded request for your services, we will create a vendor profile for your organization.

Question 6 – What if there is no fee for service, is there a different process?

Answer – Yes, the Newark Board of Education enters into memorandums of understandings with vendors offering services at zero cost.

Question 7 – Is there a helpline for this process should we have any issues throughout the process? Or email to follow up for assistance with this process?

Answer – Each request for bid or proposal includes a point of contact for assistance located on the first page.

Question 8 – If a school is interested in a service/product what is the process for purchasing? Can you please outline the dollar amount thresholds in response to this question?

Answer – Schools must submit a funded request and secure all necessary District approvals. The School Business Administrator will then authorize a vendor to receive a purchase order. Requests below the bid threshold (\$53,000) are approved by the School Business Administrator, requests above the bid threshold are approved by the Board.

Question 9 – Can you explain the annual calendar for the bid threshold of \$52,999 and how does it carry over from one year to another?

Answer – The bid threshold is aggregated based on twelve consecutive months.

Question 10 – How do we receive the initial invite to register for the NPS Sourcing Portal?

Answer – Access to the bidding platform is solicitation specific. Each request for bid/proposal includes a point of contact for assistance located on the first page, email that individual your company name and email address and they will provide you with access.

Question 11 – What services qualify for using a purchase order?

Answer – Purchase orders are utilized for purchasing all goods and services.

Question 12 – Do potential Requesters such as school and department administrators have visibility to a list of approved/awarded vendors? Is our Supplier Profile viewable to these potential Requesters?

Answer – Requestors have access to all Board approved contracts and supplier profiles.

Question 13 – Is there a way for principals to see lists of consultants in different content areas so they can reach out to then hire?

Answer – Principals have access to all Board approved contracts.

Question 14 – If we solicit a specific school and they want to move forward with our offering. Do they contact us directly or is a Request created and we have to find it on your site or are we notified directly?

Answer – Vendors are only authorized to preform services or deliver goods after receipt of a purchase order. If the request is approved, your purchase order will dispatch via email.

Question 15 – Who do we contact for furniture needs or projects? Facilities, Principals, Purchasing dept?

Answer – The school and administrative directories are available via the links below.

<https://www.nps.k12.nj.us/schools/>

<https://www.nps.k12.nj.us/departments/>

Question 16 – I'm new small woman owned business in painting and cleaning services how do I get to access to bids and if I don't understand can I reach out to someone for help?

Answer – Each request for bid or proposal includes a point of contact for assistance located on the first page, email that individual your company name and email address, and they will provide you with access.

Question 17 – If my business is Culturally responsive AI platform for teachers is it best for me to reach out to the Office of Teaching and learning or the instructional technology department?

Answer – Either department can elect to move forward with the described services, you can reach out to one or both.

Question 18 – As far as documentation required for bidding, can we retrieve these documents on the NPS website?

Answer – Each request for bid includes a section of required documents, these are available on the District website via the link below.

<https://www.nps.k12.nj.us/departments/purchasing/>

Question 19 – How do schools know if a vendor has been prequalified to perform a service?

Answer – Schools receive training and notifications for locating vendors awarded a contract.

Question 20 – Need name of a person and/or department to contact to see if field trips to Greater Newark Conservancy is available. How to obtain that information.

Answer – The school and administrative directories are available via the links below.

<https://www.nps.k12.nj.us/schools/>

<https://www.nps.k12.nj.us/departments/>

Question 21 – Is there a way to get an automated alert about bids? If not, how often should we check the solicitation website?

Answer – Automated alerts are not currently available. Organizations can check the District website at their desired frequency.

Question 22 – If you miss the pre-submission meeting, can you still submit a bid?

Answer – Pre-submission meetings are not mandatory, they are encouraged as they provide you with assistance in completing the required documents and the electronic submission process.

Question 23 – What language or documents should we use along with our marketing outreach to identify ourselves as approved/awarded vendors when we reach out to school and department administrators? What is the name of the financial platform where district employees have access to see awarded vendors?

Answer – The District is unable to provide you with marketing language. Vendors awarded contracts are viewable in Electronic School Board, the link is available below.

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

Question 24 – I noticed some projects on your coming soon slide but not listed on active bids, when will they be listed?

Answer – The upcoming request for bids included in the presentation are in the planning phase, we anticipate they will be published within 90 days. Multiple requests for bids will be available the second week of February.

Question 25 – Should we reach out to the directors of content areas for work in professional development?

Answer – Vendors are permitted to contact District directors.

Question 26 – How do you go over the \$53K threshold?

Answer – Board approval is required for all purchasing expenditures in excess of \$53,000. Dependent upon the request, the District may issue a request for bid or request for proposal.