Doing Business with the Newark Board of Education Virtual Workshop
Thursday, October 6, 2026
Questions and Answers

Question 1 – Will this deck be provided to attendees?
Answer – Yes, the presentation slides are available via the link below.
https://www.nps.k12.nj.us/departments/purchasing/

Question 2 – As a Speaker, I need insurance. Its just me.
Answer – The District's minimum scope and limits of insurance are as follows:

1. Comprehensive General Liability Insurance, including product liability coverage, covering bodily injury, personal injury and property damage. Limits of Liability shall be not less than $1,000,000 Combined Single Limit.
2. Workers' Compensation and Employers Liability Insurance as required by the State Law of New Jersey.
3. Commercial Automobile Liability Insurance, with limits of liability not less than $1,000,000 Combined Single Limit.

Requests for exceptions are reviewed for consideration.

Question 3 – Do enrichment, tutoring and mentorship programs go through this process as well as vendors or do we go through a different process to do business with schools?
Answer – Contracts for enrichment, tutoring, and mentorship programs are awarded through the competitive contracting request for proposal process. When these requests for proposals are available, they are published via the link below.
https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/

Question 4 – We provide AI training and professional development for educators, administrators and staff. I noticed the District previously solicited Student Enrichment, Expanded Learning and Teacher Professional Development services. How does the District typically procure professional development services, and what is the best way for a new provider to best position itself for the next solicitation or approved-vendor opportunity?"
Answer – Contracts of this nature are awarded through the competitive contracting request for proposal process. When these requests for proposals are available, they are published via the link below.
https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/

Question 5 – Is there a vendor registration, commodity code, category or notification process we should complete now to help ensure notification when opportunities involving AI training, technology training, workforce development or professional development are released?
Answer – No.

Question 6 – Where do you post any addenda or Q&A answers? Would I check the purchasing website where the RFPs are listed or the bid portal?
Answer – Yes, addendums are published on the current bids segment of the District website via the link below. Additionally, they are published within the bidding platform, and vendors actively participating in the solicitation receive an email when the addendum is published.
https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/

Question 7 – Are there ever any unsolicited bid options?
Answer – Requests for purchasing goods and services below $52,999 (aggregated based on twelve consecutive months) do not require an advertised request for bids. Refer to presentation slide number ten, Standard Contract Documents and Thresholds.

Question 8 – For emerging areas such as AI literacy, responsible AI use and educator professional development, are there particular District funding sources or grant-funded programs that vendors should understand when proposing solutions?
Answer – No.

Question 9 – Is there a Sole Source process?
Answer – No.

Question 10 – We reviewed about 9 Forms. Where do we locate all of these forms? And should they be submitted/filled out prior to bid submissions or only once a bid is identified and only then, these forms should be submitted? Also, we have a Certificate of Formation, should we go through the process now to receive the NJ Business Registration Certificate or the Certificate of Employee Report (both which require a fee to file).
Answer – Each solicitation will include required documents specific to the request and are required with your submission. The Business Registration Certificate is required for all expenditures in excess of $7,949.

Question 11 – We are a New Jersey-certified MBE, SBE, VOB and DVOB. How does the District leverage specifically VOB and DVOB certifications use these certifications when identifying vendors or structuring procurements?
Answer – Our last Disparity Study did not include VOB and DVOB enterprise recommendations, as such, we currently do not currently have VOB and DVOB set-aside contracts. We are hopeful that these are identified within the next study.

Acronyms Defined
MBE – Minority Business Enterprise
SBE – Small Business Enterprise
VOB – Veteran Owned Business
DVOB – Disabled Veteran Owned Business

Question 12 – For professional development and technology-related training, does Purchasing originate the opportunity, or should vendors also develop relationships with departments such as Teaching & Learning, Information Technology, or individual schools? What is the appropriate way to introduce our capabilities without circumventing the procurement process?

Answer – Requests for proposals for professional development originate from the District's administrative departments. Vendors interested in working with the District are permitted to contact department leads via their customary methods of marketing.
The Administrative Department Directory is available via https://www.nps.k12.nj.us/departments/

Question 13 – For an emerging provider that has strong leadership experience but is building its corporate past performance, are there procurement pathways for smaller professional-development engagements or pilot programs before competing for a larger districtwide contract?
Answer – Requests for purchasing goods and services below $52,999 (aggregated based on twelve consecutive months) do not require an advertised request for bids. Refer to presentation slide number ten, Standard Contract Documents and Thresholds.

Question 14 – What if you want to volunteer your service?
Answer – Volunteer services require a memorandum of understanding and Board approval. To initiate this process, contact the appropriate administrative department lead for your proposed service offering. The Administrative Department Directory is available via https://www.nps.k12.nj.us/departments/