



EAST BRUNSWICK PUBLIC SCHOOLS

COMMUNITY PROGRAMS  
Agenda Item: 3.

Date Prepared: 4/21/2022

Meeting Date: 5/5/2022

**TO:** Members, Board of Education  
**FROM:** Lori Tagerty, Purchasing Manager & Ann Marie Gilbert, Manager of Community Programs  
**SUBJECT:** Contract Award - Enrichment Programs (RFP No. 2023-03)

**Summary:**

The District developed a formal request for proposal (RFP) soliciting qualified firms to compete for providing Enrichment Programs (RFP Number 2023-03). The District is interested in entering into agreements for various programs offered through the Community Programs Department for Grades Pre-K through 12 students and adults. The specifications were issued to over sixty companies with eighteen companies responding. Proposals were received and opened on Wednesday, March 30, 2022 at 11:00 a.m.

A committee was formed to review the proposals. The committee was comprised of the Manager of Community Programs, Out-of-School-Time Coordinator, and Purchasing Manager. Its role was to fairly evaluate the proposals and to ensure that they met the goals of the District's plan.

A pre-established set of criteria, which included the price, company background/experience, variety of programming, instructor expertise, teacher-to-pupil ratio, and ability to meet District goals formed the basis for evaluating the proposals.

The course fees of the companies recommended for contract award are reflected in the attached table.

Courses are funded by participant-paid fees. Thus, there is no cost to the District.

**Recommendation:**

**Recommendation:** That contracts are awarded for Enrichment Programs in accordance with (RFP Number 2023-03) as reflected in the attachment contingent upon the vendors providing insurance as per the requirements indicated in the RFP specification.

<b>Board Member</b>	<b>Moved</b>	<b>Second</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstention</b>	<b>Did Not Vote</b>
Mrs. Becker						
Mr. Carangelo						
Mrs. Chiu						
Mr. Csizmar						
Mrs. Guas						
Mr. Hong						
Mrs. Reiss						
Mr. Winston						
Mrs. Lachs						
<b>Totals</b>						

**ATTACHMENTS:**

Description	Upload Date	Type
Enrichment Providers for 2022-2023	4/22/2022	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
BOE_2.1_Community Programs	Gilbert, Ann Marie	Approved	4/22/2022 - 3:52 PM
BOE_2.1_Community Programs	Crotchfelt, Joseph	Approved	4/22/2022 - 3:59 PM