

South Orange Maplewood School District  
**REQUEST FOR PROPOSALS**

The Board of Education of the South Orange Maplewood School District, Essex County, New Jersey, hereby advertises for competitive proposals in accordance with N.J.S.A. 18A:18A-21(a) (b).

**RFP No. 2023-01**

**Title of Proposal: Legal Services – General Counsel**

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

Eric Burnside  
School Business Administrator/Board Secretary  
South Orange Maplewood School District  
525 Academy Street  
Maplewood, New Jersey 07040  
973-762-5600 ext1805

Proposals must be sealed and delivered to the Office of the School Business Administrator/Board Secretary of the South Orange Maplewood School District **on or before** date and time indicated below. The envelope to bear the following information:

Title:	Legal Service – General Counsel
Bid No.:	2023-01
Name and Address of the Submitter	
Date:	Tuesday, March 28, 2023
Time:	2:00 P.M.

The proposal opening process will begin on the above advertised date and time at 525 Academy Street, Maplewood, New Jersey. Proposals may also be submitted to the School Business Administrator/Board Secretary or his designee at the proposal opening meeting, prior to the advertised date and time. On the advertised date and time, the School Business Administrator/Board Secretary shall publicly receive and open all proposals. **No proposal shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)).

The Board of Education does not accept electronic (e-mail) submission of proposals.

All submitters 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.

Each proposal shall be accompanied by a bid bond, cashier's check or certified check made payable to the South Orange Maplewood School District, for ten percent (10%) of the amount of the total proposal, however, not to exceed \$20,000.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Submitters shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

A Non-Collusion Affidavit and a Contractor 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 and to complete and submit all required forms, may be cause for disqualification and rejection of the proposal.

The Board of Education reserves the right to reject any or all proposals pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities.

Eric Burnside  
School Business Administrator/Board Secretary