

Attached is the RFP 18-03 Professional Development – Learner Active Classrooms. Please be reminded of the following information as you complete the proposal process:

1. **Confirm receipt of proposal**
2. Read entire proposal carefully
3. Supply information as requested.
4. Submit two complete copies of your proposal
5. Do **NOT** alter documents. All documents must be filled out in their entirety. Failure to do so may result in rejection of bid.
6. Any questions pertaining to this RFP must be done in writing to David Pawlowski by Monday, March 26, 2018 either via email, David.Pawlowski@sbschools.org or via fax 732-422-8054. If submitting questions via fax, please call 732-297-7800 x5105 to confirm receipt.
7. All RFP submissions must be done in a sealed envelope clearly labeled “RFP 18-03 Professional Development” and either hand delivered or sent via UPS, FedEx, etc. to South Brunswick Board of Education, Attn: David Pawlowski, 231 Blackhorse Lane, North Brunswick, NJ 08902 by Thursday, April 5, 2018 at 11:00 am. Proposals **CANNOT** be submitted through the US Postal Service nor through email.
8. All pricing **MUST** be submitted on the Fee Proposal Form (see page 7). Failure to do so **WILL** result in the **REJECTION** of the RFP.

Thank you,

Sincerely,