

Attached is the RFP 18-01 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
6. Any questions pertaining to this RFP must be done in writing to David Pawlowski by Thursday, February 8, 2018 either via email, [David.Pawlowski@sbschools.org](mailto: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 18-01 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, February 22, 2018 at 11:00 am. Proposals **CANNOT** be submitted through the US Postal Service nor through email.

Thank you,

Sincerely,