



NORTH CALDWELL BOARD OF EDUCATION  
132A GOULD AVENUE  
NORTH CALDWELL, NJ 07006

*MICHAEL W. HALIK*  
Business Administrator/Board Secretary

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NOTICE OF REQUEST FOR PROPOSALS  
RFP 23-01

Notice is hereby given that sealed competitive contracting proposals will be received by the North Caldwell Board of Education at the Administrative offices located at 132A Gould Avenue, North Caldwell NJ 07006 from interested vendors for proprietary integrated Budget/Finance, Payroll, and Human Resources system software in accordance with the request for proposals prepared by the Board of Education.

A copy of the request for proposals may be inspected and picked up at the Board offices between the hours of 8:30 A.M. and 3:30 P.M., except Saturdays, Sundays, and holidays. Further information may be obtained by calling Michael Halik, Board Secretary/School Business Administrator at (973)712-4361 or at [mhalik@ncboe.org](mailto:mhalik@ncboe.org).

All vendors submitting proposals must use and complete all forms and include all information required in the request for proposals. Proposals shall be submitted, in triplicate, in a sealed envelope with "Budget/Finance, Payroll, and Human Resources system software" marked on the front of the envelope.

Pursuant to P.L. 2004 c.57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of Public Law 1975, Chapter 127, "Law Against Discrimination" and Affirmative Action, N.J.S.A 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq.

Proposals must be received by the North Caldwell Board of Education no later than 11:00 a.m., on Tuesday December 6, 2022. If sent by mail, the proposals should be addressed to Michael Halik, North Caldwell Board of Education, 132A Gould Avenue, North Caldwell, NJ 07006. Every proposal must be accompanied by a certified check or a bid bond in an amount not less than ten percent (10%) of the proposal or \$20,000.00, whichever is less.

All proposals will be opened and read to the public at that time by the Board Secretary/School Business Administrator at the Board offices. All proposals shall be evaluated by a selection committee who shall prepare a report evaluating the proposals and recommend an award. The report shall be made available in accordance with N.J.S.A 18A:18A-4.5. No proposal may be withdrawn for a period of sixty (60) days from the opening of the proposals.

The North Caldwell Board of Education reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interests of the Board of Education. No proposal shall be deemed accepted until the adoption of a formal resolution by the North Caldwell Board of Education.

Michael W. Halik  
Business Administrator/Board Secretary  
November 10, 2022