

**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY
UNSPECIFIABLE SERVICE**

TO: Members of the Governing Body
FROM: Dr. Maria Ortiz, Assistant Superintendent
DATE: September 20, 2022
SUBJECT: This is a contract for Dual Enrollment College Courses

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: National Education Equity Lab

Cost: One hundred and ten thousand dollars (\$110,000.00)

Duration: Two (2) year contract with the option to renew for one (1) additional two (2) year period

Purpose: National Education Equity Lab provides the unique opportunity to expand our dual enrollment post-secondary partnership with colleges and universities that are classified as highly selective and /or deemed Ivy League and/or classified as a Historically Black College/University (HBCU). The partnership with the National Education Equity Lab provides courses offerings that are many times unique in nature at a reduced/ nominal fee of \$250 per course with books included per student as opposed to the average cost per course of \$4500 for the varied post-secondary partners.

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)]. I do hereby certify to the following:

1. Provide a clear description of the nature of the work to be done.

National Education Equity Lab will provide a list of post-secondary institutions and courses that are available to students. With guidance from the school principal and/or school designee, students will apply to be enrolled in institutions and courses that are available. The National Equity Lab will provide all syllabi for courses for the Office of Teaching and Learning review and ultimately presentation to the Newark Board of Education for board approval. The National Education Equity Lab will work with schools to establish course schedule and professor as well as materials for the courses. A staff member of the high school will serve as a liaison between the post-secondary institution and the students and will provide guidance as well as study hall opportunities. The high school's staff member will be on site and present while the dual enrollment course is being taught. Students will be graded based on the university syllabi provided and will receive grades from the professor.

2. Describe in detail why the contract meets the provisions of the statute and rules:

The contract with National Education Equity Lab meets the extraordinary unspecifiable service because there is no other vendor that can provide the service they are providing at the price point of \$250 per student per course. The service being the opportunity to enroll and complete course work with highly selective colleges and universities across the country. Lastly, no other vendor has been able to accommodate scheduling of courses as described by the National Education Equity lab. This partner works closely with the participating high schools to accommodate scheduling of courses to seamlessly meet the needs of each students' schedule so that they may not only attend their high school scheduled courses, but have the opportunity to participate in post-secondary courses within the school day.

3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:

The National Education Equity Lab has previously provided a qualitative performance of service with Howard University. It allowed for the high schools to provide course work that was unique with a well-known HBCU that happens to be fully accredited by the Middle States Commission on High Education. Hence, National Education Equity Lab is providing post-secondary partnership experiences with quality highly selective universities such as Arizona State University, Cornell University, Princeton University, and Stanford University, to name a few. The selection of courses and the ease of registering the students with the various post-secondary partners to fit the various high school students' schedules is a performance in service that has been unmatched at this time.

4. Describe the informal solicitation of quotations:

The National Education Equity Lab is the only organization known to offer the desired services. In addition to engaging this organization directly, a request for proposal was published on the District's website for ten days with zero vendors responding. Their Cost Proposal is enclosed.

5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.

Respectfully,

Name



(Signature)

Title Assistant Superintendent

(Original to be retained by governing body's Clerk with the affirmed copy of the resolution; signed duplicate to be kept by appropriate official.)

10-02-02

9589 Dual Enrollment College Courses Cost Proposal Form

The evaluative process requires an assessment of cost. This pricing table has been developed to provide uniformity for evaluative purposes. You may copy this form to a Microsoft Excel/Word document to present additional information. **Please duplicate this pricing form as necessary to include services proposed.**

Vendor Name <u>National Education Equity Lab</u>	
Year One Cost Per Course	\$250
Year Two Cost Per Course	\$250
Year Three Cost Per Course	\$250
Year Four Cost Per Course	\$250
Other (indicate goods or services) -	College in high school courses
Other (indicate goods or services) -	
Other (indicate goods or services) -	
Other (indicate goods or services) -	
Other (indicate goods or services) -	
Travel: All related expenses must be included in cost listed above. All travel expenses are the responsibility of the service provider. The District will not provide reimbursement for any travel expenses.	