

BURLINGTON COUNTY BOARD OF SOCIAL SERVICES  
795 WOODLANE ROAD, SUITE 100  
MOUNT HOLLY, NEW JERSEY 08060-3335

**2024 Request for Proposals: Fair and Open Process**  
**Fully Compliant with “Best Practices for Awarding Service Contracts”**  
**Promulgated by the New Jersey Office of the State Comptroller**

*Public Notice*

The Burlington County Board of Social Services welcomes qualified individuals and firms to submit proposals to furnish the following service is anticipated to exceed \$17,500 for the period November 1, 2024 through October 31, 2025:

- General Counsel (RFP 2024-6)

Complete instructions and specifications may be obtained at no charge by prospective bidders during business hours from Nicole LeCates, Purchasing Agent, Burlington County Board of Social Services, Burlington County Human Services Facility, 795 Woodlane Road, Suite 100, Mount Holly, New Jersey 08060-3335, telephone number 609-518-4702, [nicole.lecates@bcbss.org](mailto:nicole.lecates@bcbss.org).

Proposals will be carefully and impartially evaluated by the Burlington County Board of Social Services on the basis of the most advantageous, price and other factors considered. Specifically, the evaluation will consider:

1. Technical Considerations (Responsiveness, Scope of Work Understanding, Qualifications & Experience, Innovation, Environmental Respect).
2. Performance (Track Record, References & Recommendations, Responsibility, Integrity, Cultural Sensitivity).
3. Cost (Relative Cost, Full Explanation).
4. Local Criteria (Familiarity, Community Stake).

Proposals must comply with the following:

1. Furnish complete information addressing each of the selection criteria listed above.

2. Clearly reference on the outside of the sealed envelope the service listed above for which the proposal is being submitted including the applicable RFP number prominently visible.
3. The contractor shall comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27) regarding Affirmative Action.
4. Mail or deliver one (1) original, hard copy, plus one (1) copy of the full proposal before the deadline to the following address:

Nicole LeCates, Purchasing Agent, CONFIDENTIAL  
Burlington County Board of Social Services  
795 Woodlane Road, Suite 100  
Mount Holly, New Jersey 08060-3335

5. The deadline for submitting proposals is October 10, 2024 at 2:00 p.m. prevailing time. Proposals must be received by the Board at its offices on or before this date and time.

All properly submitted and sealed proposals will be publicly opened on October 10, 2024 at or about 2:00 p.m. prevailing time by the Purchasing Agent or designee, and the name of each proposer, their price proposal, and other pertinent information read aloud. The opening of the proposals shall take place at the Burlington County Human Services Facility, 795 Woodlane Road, Mount Holly (Westampton Township), New Jersey. The public is invited to attend.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. which fully complies with “Best Practices for Awarding Service Contracts” promulgated by the New Jersey Office of the State Comptroller on March 4, 2010.

Questions should be directed to the agency’s Purchasing Agent, Nicole LeCates, at [nicole.lecates@bcbs.org](mailto:nicole.lecates@bcbs.org) or 609-518-4702.

This Public Notice and the proposal documents were approved by the P.A.C.O. on September 19, 2024.

Sarah Holley  
Chairperson  
September 23, 2024