

**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 January 1, 2025 through December 31, 2025:

- Medicaid Administrative Support Services (RFP 2024-7)

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, Mount Holly, New Jersey 08060-3335, telephone number 609-518-4702 or at 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:

- a. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned. The extent to which the applicant provides information about their background and experience, understanding of the services to be provided, and ability to service the Burlington County Board of Social Services.
- b. Knowledge of the Burlington County Board of Social Services and the subject matter to be addressed under this engagement.
- c. Relevance and Extent of Similar Engagements performed.
- d. Technical Proposal contains all required information.
- e. The fiscal soundness of the detailed costs with narrative justification submitted by the Proposer.

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, plus one (1) copy of the full proposal before the deadline to the following address:

Nicole LeCates, Office Services Manager/Administrative Secretary to Director, CONFIDENTIAL
Burlington County Board of Social Services
795 Woodlane Road
Mount Holly, New Jersey 08060-3335
5. The deadline for submitting proposals is December 12, 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 December 12, 2024 at or about 2:00 p.m. prevailing time by the Office Services Manager/Administrative Secretary to Director or designee. The name of each proposer, their price proposal, and other pertinent information will be 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 08060 in Café 2 (lower level). 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 Office Services Manager/Administrative Secretary to Director, Nicole LeCates, at Nicole.LeCates@bcbs.org or 609-518-4702.

This Public Notice and the proposal documents were approved by the P.A.C.O. on November 18, 2024.

Sarah Holley
Chairperson
November 18, 2024