

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

2025 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 services which are anticipated to exceed \$17,500 for the period February 1, 2025 through January 31, 2026:

- Conflict Counsel (RFP 2025-1)
- Auditor (RFP 2025-2)

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.

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
Burlington County Board of Social Services
795 Woodlane Road, Suite 100
Mount Holly, New Jersey 08060-3335
5. The deadline for submitting proposals is February 5, 2025 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 February 5, 2025 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 or 609-518-4702.

This Public Notice and the proposal documents were approved by the P.A.C.O on January 16, 2025.

Sarah Holley
Chairperson
January 16, 2025