

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

2012 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

Pursuant to Board Resolution No. 2011-42, the Burlington County Board of Social Services welcomes qualified individuals and firms to submit proposals to furnish the following service which is anticipated to exceed \$17,500 for the period February 1, 2012 through January 31, 2013:

- Labor Counsel (RFP 2012-1)
- Dental Insurance Broker (RFP 2012-2)
- Liability Insurance Broker/Risk Manager (RFP 2012-3)

Please note that pursuant to N.J.S.A. 40A:11-15(6), RFP 2012-2 and RFP 2012-3, at the Board’s option, may also be awarded for the periods February 1, 2013 through January 31, 2014 and February 1, 2014 through January 31, 2015.

Complete instructions and specifications may be obtained at no charge by prospective bidders during business hours from the Office of the Chief Counsel, Burlington County Board of Social Services, Burlington County Human Services Facility, 795 Woodlane Road, Suite 100, Mount Holly, New Jersey 08060-3335, telephone number 609-265-2380.

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 and one (1) copy** of your proposal before the deadline to the following address:
Richard C. Strobel, Chief Counsel
Burlington County Board of Social Services
795 Woodlane Road, Suite 100
Mount Holly, New Jersey 08060-3335
5. The deadline for submitting proposals is **December 21, 2011 at 4:00 p.m.** prevailing time. Proposals must be received by the Board at its offices on or before this date and time.

All proposals will be publicly opened on December 21, 2011 at or about 4:00 p.m. by the Board's Chief Counsel 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.

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Questions should be directed to the agency's chief counsel Richard C. Strobel at richard.strobel@bcbss.org or 609-518-4708.

This Public Notice and the proposal documents were approved by the P.A.C.O. on November 16, 2011.

BY ORDER OF THE BURLINGTON COUNTY BOARD OF SOCIAL SERVICES, A
PUBLIC BODY CORPORATE AND POLITIC OF THE STATE OF NEW JERSEY

Robert M. Notigan
Chairman
November 16, 2011