

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

**2021 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. 2020-26, 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, 2021 through January 31, 2022:

- Labor & Complex Litigation Counsel (RFP 2021-1)
- Auditor (RFP 2021-2)
- Liability Insurance Broker/Risk Manager (RFP 2021-3)
- Medical & Dental Insurance Broker (RFP 2021-4)

Please note that pursuant to N.J.S.A. 40A:11-15(6), RFP 2021-3 and RFP 2021-4, at the Board’s option, may also be awarded for the periods February 1, 2022 through January 31, 2023 and February 1, 2023 through January 31, 2024.

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 609-518-4708, [richard.strobel@bcbss.org](mailto:richard.strobel@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 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 16, 2020 at 3:30 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 16, 2020 at or about 3:30 p.m. prevailing time 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.

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 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 25, 2020.

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

Elizabeth H. Rossell  
Chairperson  
November 25, 2020