

**CITY OF CAMDEN
REQUEST FOR PROPOSAL**

The City of Camden, through the Department of Administration, intends to acquire services for the following:

**RFP #18-02
EMPLOYEE ASSISTANCE SERVICES**

The Purchasing Agent is hereby authorized to receive Proposals on Thursday, February 15, 2018 at 11:00 a.m. in the City Council Chambers, Second Floor, City Hall, Sixth and Market Streets, Camden, New Jersey, at which time and place proposals will be opened and read publicly.

Guidelines for the RFP may be obtained in the Office of the Purchasing Agent, Room 213, City Hall, 520 Market St., Camden, New Jersey during normal working hours.

The submitting person/agency must be qualified and experienced to conduct the services in the Proposal. Those not providing written proof of required qualifications and experience will be disqualified.

If awarded a contract, the vendor will be required to comply with the requirements of P.L. 1975, c27 (law against discrimination in public contract).

This proposal is being solicited through a fair and open process in accordance with the N.J.S.A. 19:44a-20.5 et seq.

Proposals will not be accepted after the time specified for submission. Proposals received after the hour appointed will be deemed invalid and returned unopened to sender.

Any questions concerning this Request for Proposal, please contact the City of Camden Purchasing Bureau at (856) 757-7159 or preferably, fax questions to 856-541-9668.

Sealed bids intended for the Purchasing Agent prior to the designated time of public opening should be delivered to the Office of the Municipal Clerk, City Hall, Room 105, Camden, New Jersey 08101.

LATEEFAH CHANDLER
ASSISTANT PURCHASING AGENT

Date: January 23, 2018