

**CITY OF CAMDEN  
REQUEST FOR PROPOSAL**

The City of Camden, through the Office of the City Attorney, intends to acquire services for the following:

**RFP #19-03  
EMPLOYEE ASSISTANCE SERVICES**

The Purchasing Agent is hereby authorized to receive Proposals on Thursday, January 17, 2019 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 proposal 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, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

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.

The City will not accept Proposals received after the time specified for submission. Any Proposals received after the hour appointed, the City will deem invalid and return unopened to the 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  
Acting Purchasing Agent

December 21, 2018