

**CITY OF CAMDEN
REQUEST FOR PROPOSAL**

The City of Camden, through the Law Department's Risk Management Division, intends to acquire services for the following:

**RFP #22-10
THIRD PARTY ADMINISTRATION SERVICES**

The Purchasing Agent is hereby authorized to receive Proposals on Tuesday, June 28, 2022 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(s) will be opened and read publicly.

GUIDELINES may be obtained by contacting the Office of the Purchasing Agent at purchasingfax@ci.camden.nj.us.

The 11:00 a.m. June 28, 2022 RFP opening is available remotely at the following Zoom Video Communication link (or phone number), meeting ID and Password:

Link: <https://zoom.us/j/97295119190?pwd=VHRIUURPOGFHOGZ2aGw2MkNSYUExdz09>

Meeting ID: 972 9511 9190

Passcode: 500220

Phone Number: 1(646) 876-9923

RFPs may not be emailed, faxed or transmitted over the telephone.

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.

Sealed RFPs 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.

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

Lateefah Chandler
Purchasing Agent

June 6, 2022