

**ROWAN COLLEGE AT BURLINGTON COUNTY
ADVERTISEMENT FOR PROPOSALS
HR BROKER OF RECORDS
RFP-24-06**

NOTICE IS HEREBY GIVEN that sealed proposals will be received by Rowan College at Burlington County, 900 College Circle, Evans Hall, Room 180, Mount Laurel, NJ 08054, for the request for proposals titled HR BROKER OF RECORDS, RFP-24-06, in accordance with the requirements of the specifications included in the package.

Copies of the proposal document may be requested, in person, by mail, by emailing purchasing@rcbc.edu or call (856)-242-5001. Our address is Rowan College at Burlington County, Purchasing Department, Evans Hall Room 180, 900 College Circle, Mount Laurel, NJ 08054, and our hours of operation are between 9:00 a.m. and 4:45 p.m. Monday through Friday.

Proposals must be in duplicate (**1 original and 1 copy**) and a **digital copy** in the manner designated, enclosed in a sealed envelope bearing on the outside of the envelope the name and number of the proposal, as well as the name and address of the Bidder

Deadline for questions is **Monday, September, 11, 2023** by 2:00 pm.

Proposals for the above will be received by Rowan College at Burlington County, Purchasing Department, Evans Hall Room 180, 900 College Circle, Mount Laurel, NJ 08054, **until 2:00 pm, (Prevailing Time) on Tuesday, September 26, 2023** and will be publicly opened and read immediately thereafter.

Bidding shall be in conformance with the applicable requirements of N.J.S.A. 18A:64A-25.1 et seq., pertaining to the “County College Contracts Law”.

All Bidders shall comply with (P.L. 2004, c57) Business Registration Act and proof of their Registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted with Proposal.

Respondents are advised of their responsibility to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.13 (P.L.2005, c.271, s.3). It is the respondent’s responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

All bidders are placed on notice that they are required to comply with all requirements of P.L. 1975, C. 127 (N.J.S.A. 10:5-31 through 10:5-38) as implemented by NJAC 17:27.

By Order of Rowan College at Burlington County
Mount Laurel, New Jersey
Randy Normand, Purchasing Manger

Released: Friday, September 1, 2023