

# PUBLIC NOTICE

## REQUEST FOR PROPOSALS

Notice is hereby given that the County of Union will receive proposals on **November 2, 2023, at 11:00 A.M. EDT** in the Union County Administration Building, 10 Elizabethtown Plaza, County Counsel Law Library, 5<sup>th</sup> Floor, Elizabeth, NJ, for the provision of:

***LEGAL SERVICES - WORKFORCE DEVELOPMENT BOARD CONFLICT COUNSEL***

**JANUARY 1, 2024 THROUGH DECEMBER 31, 2024**

**Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4.**

\*\*\*Proposal delivery is strongly encouraged to be made by Commercial Mail Carrier (USPS, FEDEX, UPS) so that tracking information is confirmed. Hand deliveries to the Administration Building will be received but without a receipt of confirmation.

Requests for Proposals may be obtained by:

1. Downloading the proposal from the County's Webpage ([www.ucnj.org](http://www.ucnj.org)); directly by visiting (<http://ucnj.org/vendor-opportunities/rfps-and-rfps/current/>) beginning on October 5, 2023; or
2. Proposals may be mailed upon request by calling the Office of the County Counsel at (908) 527-4250.

All questions regarding the RFP must be made in writing directed to Carolyn Sullivan Kropp, Esq., Office of the County Counsel. Questions may be faxed to (908) 289-4230 or emailed to [csullivan@ucnj.org](mailto:csullivan@ucnj.org)

Proposals must be made in the form required by the specifications and One (1) Original Paper hard copy and One (1) PDF electronic copy on a CD or Thumb Drive must be delivered to reach Carolyn Sullivan Kropp, Esq., Office of the County Counsel, Union County Administration Building, 5<sup>th</sup> Floor, 10 Elizabethtown Plaza, Elizabeth, New Jersey 07207. Attention: "PROPOSALS - LEGAL SERVICES - WORKFORCE DEVELOPMENT BOARD CONFLICT COUNSEL 2024" prior to the stated time for the receipt of proposals.

The County will not be responsible for late delivery by the U.S. Mail or any other carrier. If delivered by hand, you will not receive confirmation of delivery. **No** late proposals will be accepted. Proposals submitted by fax or e-mail **will not** be accepted.

All information requested in the Request for Proposals must be provided or the proposal may be disqualified. Proposals **MUST BE SEALED** and labeled "PROPOSALS - LEGAL SERVICES - WORKFORCE DEVELOPMENT BOARD CONFLICT COUNSEL 2024" prior to the stated time for the receipt of proposals and received no later than 11:00 A.M. on November 2, 2023. The Board of County Commissioners reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to

accept any proposals which, in their judgment, are most advantageous, price and other factors considered, and will best serve the interest of Union County.

Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.