

**NOTICE  
ADVERTISEMENT FOR REQUEST FOR PROPOSALS**

**RISK MANAGEMENT/INSURANCE BROKER  
RFP# 25-04**

NOTICE IS HEREBY GIVEN that sealed proposals will be received by Rowan College at Burlington County, 900 College Circle, Evans Hall Rm. 180, Mt. Laurel, NJ 08054, for the request for proposal titled **RISK MANAGEMENT/INSURANCE BROKER, RFP#-25-04**, and 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](mailto:purchasing@rcbc.edu). Our address is Rowan College at Burlington County, Purchasing Department, 900 College Circle, Evans Hall Rm. 180, Mt. 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, PLUS one Electronic 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 Proposer.

**Deadline for questions is Tuesday, April 30, 2024 by 2:00 p.m.**

**Proposals for the above will be received** by Rowan College at Burlington County, Purchasing Department, located at 900 College Circle, Evans Hall, Rm 180, Mt. Laurel, NJ 08054, until **2:00 P.M. (Prevailing Time) on Thursday May 16, 2024**, and will be publicly opened and read immediately thereafter.

Proposals 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".

"The College reserves the right to conduct interviews and other activities related to the qualifications of the vendors"

All Proposers 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](http://www.elec.state.nj.us).

All proposers 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.

Rowan College at Burlington  
County Mt. Laurel, New Jersey  
Randy Normand, Purchasing Manager

Released: Tuesday April 23, 2024