

**NOTICE  
ADVERTISEMENT FOR REQUEST OF PROPOSAL  
SPECIAL COUNSEL FOR SPECIFIC LEGAL MATTERS  
RFP-24-12**

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 proposal titled SPECIAL COUNCIL FOR SPECIFIC LEGAL MATTERS, RFP-24-12, and in accordance with the requirements of the specifications included in the package.

Copies of the proposal document may be requested 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 submitted by mail (courier of your choice)** to Rowan College at Burlington County, Purchasing Department, 900 College Circle, Evans Hall, Mt. Laurel, NJ 08054.

Proposals **must** be in duplicate (**1 Original and 1 Copy and Electronic copy**) on the Proposal Summary & provided 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 Wednesday, January 17, 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, February 15, 2024**, 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".

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

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](http://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  
Mt. Laurel, New Jersey  
Randy Normand, Purchasing Manager

Released: Wednesday, January 3, 2024