

Township of North Bergen
4233 Kennedy Boulevard
North Bergen, NJ 07047
201-392-2027

**Request For Proposals/Criteria for Services
Substance Abuse Prevention and Education
for a Drop In Center – 208 hours
RFP #NB2013-01**

Sealed Proposals must be delivered to the address stated above, by the time and date listed as the public opening. No late responses will be accepted. **The RFP # and Attn: Robert J. Pittfield must be clearly written on the outside of the envelope.**

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field, including a Certified Drug and Alcohol Counselor (CDAC);
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Familiarity with both governmental and societal issues, and the Substance Abuse education within the Township of North Bergen and the County of Hudson;
- e. Other factors to be demonstrated to be in the best interest of the Township of North Bergen;
- f. Compensation proposal

This contract will be awarded for 1 year, beginning 1/1/13 and ending 12/31/13. The Township of North Bergen reserves the right to reject any and or all responses.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Thursday, January 3, 2013, at 10:00am.

RFP # NB2013-01

Robert J. Pittfield
Chief Financial Officer