

**COUNTY OF MONMOUTH
STATE OF NEW JERSEY
NOTICE OF REQUEST FOR PROPOSALS**

**PROVIDE THIRD PARTY ADMINISTRATION SERVICES INCLUDING FLEXIBLE
SPENDING ACCOUNT ADMINISTRATION, COBRA ADMINISTRATION,
ACA REPORTING, LEAVE ADMINISTRATION BILLING, PCORI FEE
CALCULATION, AND ANNUAL MEDICARE PART D MAILING**

**FOR THE PERIOD OF OCTOBER 1, 2023 – SEPTEMBER 30, 2026,
WITH TWO (2) ONE-YEAR RENEWAL OPTIONS**

RFP #P-26-2023

The County of Monmouth invites the submission of written proposals from Contractors to provide Third Party Administration Services including Flexible Spending Account Administration, COBRA Administration, ACA Reporting, Leave Administration Billing, PCORI Fee Calculation, and Annual Medicare Part D mailing.

Proposals must be delivered to the Monmouth County Division of Purchasing, Hall of Records, 3rd Floor, 1 East Main St., Freehold, New Jersey 07728, **by 10:30 a.m., on Tuesday, March 21, 2023**, at which time the proposals will be opened and read in public, in the Commissioners Meeting Room, 2nd Floor, Hall of Records. Late proposals will not be accepted.

The Division of Purchasing will post any addenda to the RFP on this website. The Division of Purchasing will also endeavor to notify registered prospective Contractors of any such posting, but it will remain their responsibility to monitor the website for any addenda and to acknowledge receipt of the addenda in their proposals.

Proposals must be in a sealed envelope, labeled with the project name, project number and the name and address of the Contractor.

Questions concerning the RFP should be directed to Monmouth County Purchasing, at ProposalQuestions@co.monmouth.nj.us no later than noon on Thursday, March 2, 2023.

The Contractor will be required to comply with the current requirements of *N.J.S.A. 10:2-1* (Anti-Discrimination in Employment), *N.J.S.A. 10:5-31 et seq.* and *N.J.A.C. 17:27 et seq.* (Equal Employment Opportunity), 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act), *N.J.S.A. 52:32-44 et seq.* (New Jersey Business Registration) and *N.J.S.A. 52:15C-14(d)* (*N.J.A.C. 17:44-2.2*) (Records Retention).

The County reserves the right to reject any and all proposals, as allowed by law.

By Order of the Monmouth County Board of County Commissioners.

THOMAS A. ARNONE, Director
TAMARA BROWN, Clerk of the Board
HELEN P. FIORE, Director of Purchasing