

**CITY OF CAPE MAY, COUNTY OF CAPE MAY, STATE OF NEW JERSEY**

**SOLICITATION OF  
PROFESSIONAL SERVICES CONTRACTS -EXTRAORDINARY UNSPECIFIABLE  
SERVICE**

**RISK MANAGEMENT CONSULTANT**

**NOTICE IS HEREBY GIVEN** that electronically sealed submissions will be received by the Cape May on September 25, 2025, at 10:00A.M. prevailing time conducted on electronic platform, in accord with N.J.A.C. 5:34-1 et. Seq., on BIDNET at [www.bidnetdirect.com/capemaycity](http://www.bidnetdirect.com/capemaycity)

**RFP#25-14 RISK MANAGEMENT CONSULTANT**

**NOTE:**

It is the bidder's responsibility to ensure that the bid package is uploaded onto the e-procurement site by the bid opening date and time. Any bid document received after the deadline established by the Department of Purchasing will not be accepted, regardless of the method of delivery.

Bidders must comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et. Seq.,

For zoom contact and opening invitation please contact the Qualified Purchasing Agent at [scanning@thecanninggroup.org](mailto:scanning@thecanninggroup.org)

Upon receipt of proposals, the City Clerk shall transmit copies of each proposal to a review committee consisting of various City Officials and employees.

Proposals will be evaluated on the basis of the most advantageous; price and other factors considered. The evaluation will consider:

- a. Experience and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the City, issues that are unique to the City and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the City or its various departments;
- d. Compensation proposal; and
- e. Other factors as demonstrated to be in the best interest of the City.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the City Council who may award the subject contract on or about January 1, 2025, or at reorganization meeting.

This RFP has been provided in accordance with the "Fair and Open Basis" (N.J.S.A. 19:44A-20.5).

Dated: August 27, 2025,

Erin C. Burke, RMC, CMR City Clerk/Registrar