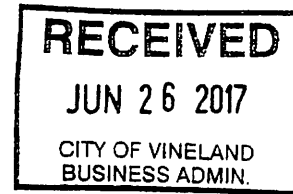


# FROM THE DESK OF MIGUEL A. MERCADO




June 26, 2017

MEMORANDUM TO BUSINESS ADMINISTRATION:

Please authorize to advertise the following Request for Qualifications at the Council meeting of Tuesday, July 11, 2017 to be received by the Purchasing Agent:

- Training and HR Consultant for Cultural Diversity Training

Sincerely,

  
Miguel A. Mercado, QPA  
Purchasing Agent

Qualifications for Training and HR Consultants for Diversity Training, required by the City of Vineland, 640 E. Wood Street, Vineland, New Jersey, are being sought through the Fair and Open Process in accordance with the requirements of N.J.S.A. 19: 44A-20.4. Qualifications will be received until 1:00 p.m. on Friday, July 28, 2017 at which time they will be publicly opened and read. **LATE SUBMITTALS WILL BE RETURNED UNOPENED.**

It is the intent of the City of Vineland to award one (1) contract for Training and HR Consultants for Diversity Training after reviewing the qualifications submitted in accordance with the evaluation criteria in Section G of this Request for Qualifications. The term of contract for the required services will be for one (1) year from date of award.

**PLEASE SUBMIT ONE (1) ORIGINAL AND THREE (3) COPIES OF QUALIFICATIONS IN A SEALED ENVELOPE BEARING THE LEGEND:**

**Qualifications For: Training and HR Consultants for Diversity Training**

Firms shall demonstrate their experience in providing the specific services for which qualifications are being requested.

All firms submitting qualifications are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

The City of Vineland assumes no liability for the cost proposal preparation incurred by any firm submitting a proposal.

**A. SCOPE OF WORK**

**I. CULTURAL DIVERSITY TRAINING**

Provide Introductory Cultural Diversity and Community Relations Training to Vineland City employees in the following departments:

- Administration
- Finance
- Fire
- Health
- Legal
- Library
- License and Inspections
- Mayor's Office
- City Council
- Municipal Clerk
- Municipal Court
- Municipal Utilities
- Police Department
- Public Works & Other Departments