

**LEGAL NOTICE**  
**THE CITY OF MERIDEN IS ACCEPTING SEALED PROPOSALS FOR**  
**RFP024-70 Professional Outreach Contractor- Immunization Education**  
**FOR: City of Meriden, Department of Health and Human Services**

Request for Proposals shall be submitted in the manner specified to the Purchasing Department, 142 East Main Street, Room 210, Meriden, CT 06450-8022 until the close of business **11:00 A.M.** on **June 26, 2024.** The City will be accepting sealed Request for Proposals, which are to be submitted in five (5) complete sets,(1) original and (4) copies, **please submit one complete copy of your bid on a flash drive** together with the general information on the firm, the firm's brochure, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project. Solicitations can be downloaded at ***<http://www.meridenct.gov/business/bids-rfps/>*** or ***<https://webprocure.proactiscloud.com>***.

The City of Meriden Department of Health and Human Services Department is seeking proposals from professional Outreach Contractors with an agency to develop, implement, evaluate and promote an immunization educational outreach program.

The successful firm shall have extensive, successful experience in providing such services to municipalities in Connecticut. The successful firm shall ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained during the duration of service.

The firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices. Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed sub-consultants, sub-contractors, joint ventures, etc. should be clearly identified. The relationship of any "parent" firm with any of the parties concerned must be clearly defined. Request for Proposals received after the date and time specified shall not be considered and shall be returned unopened. The City of Meriden reserves the right to reject any or all Requests for Proposals and to accept any or all Request for Proposals, if it is deemed to be in the best interest of the City of Meriden.

**Rawle Dummett**  
**Purchasing Officer**  
**City of Meriden**  
**Dated: May 29, 2024**