

**Notice of Request for Proposals**  
**for**  
**Employee Stock Ownership Plan Assistance Program**  
[reference 2024-RFP-220]

Notice is hereby given that the New Jersey Economic Development Authority is seeking proposals for a firm that will assist New Jersey small business owners in developing Employee Stock Ownership Plans (ESOPs) for employees of their respective companies.

The proposal must be responsive to the Request for Proposal (RFP), including all compliance documentation. If selected, your institution will be required to comply with the requirements of **P.L. 1975, c.127 - N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.**

The RFP is available on the Authority's website at <https://www.njeda.gov/bidding/> under:

"2024-RFP-220 Employee Stock Ownership Plan Assistance Program"

**Any questions regarding the RFP** must be directed in writing, via e-mail, to [EDAProcurementQA@njeda.gov](mailto:EDAProcurementQA@njeda.gov) **at or before 2:00 PM (EST) on September 13, 2024** (*No phone calls please*).

**All questions and answers with regard to the RFP will be posted on the Authority's website at <https://www.njeda.gov/bidding/> under "2024-RFP-220 Employee Stock Ownership Plan Assistance Program"**

**Proposals shall be received at or before 2:00 PM (EST), on October 1, 2024**

Both electronic and hard copy proposals will be accepted.

**Electronic Proposals must be uploaded to the Authority's ShareFile system, per the RFP link.**

Hard Copy Proposals must be addressed to:

**Address:**

New Jersey Economic Development Authority  
Procurement Department  
RFP # 2024-RFP-220 Employee Stock Ownership Plan Assistance Program  
**Due Date: October 1, 2024 – 2:00 PM**  
PO Box 990  
36 West State Street  
Trenton NJ 08625-0990

Main Reception Desk - Telephone: 609-858-6700