



## TOWN OF WAREHAM

### REQUEST FOR QUALIFICATIONS AND PROPOSALS

#### BOOKKEEPING / ADMINISTRATIVE ASSISTANT SERVICES

The Wareham Town Administrator is seeking qualifications and proposals for full-charge bookkeeping and office administrative assistant services for the Town's Community and Economic Development Authority (CEDA) on a contractual basis. The initial period of the services will be for approximately one year but, at the Town's option, may be renewed and extended for up to three (3) years in total. The position may be filled by either an individual or a firm.

**Interested parties may obtain a copy of the Request for Qualifications and Proposals (RFQP)** by contacting Paula Nord, Wareham Community and Economic Development Authority, Memorial Town Hall, 54 Marion Road, Wareham, Massachusetts, 02571, telephone 508.291.3100, ext. 3172, email: [pnord@wareham.ma.us](mailto:pnord@wareham.ma.us). Submissions are due by 2:00 PM, Wednesday, August 3, 2016.

The Town encourages quotations from qualified Section 3, D/M/WBE firms. The Town of Wareham is an Affirmative Action/Equal Opportunity Employer and contracting agency.