

## **NOTICE OF SOLICITATION REQUESTS FOR PROFESSIONAL SERVICES**

**2017-2018**

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20; New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Lower Township Board of Education located at 905 Seashore Road, Cape May, NJ 08204 is seeking RFQs for professional services to be provided to the Lower Township Board of Education as listed below for the period July 1, 2017 through June 30, 2018

### **Risk Management Consultant/Broker of Record -Liability Insurance -ACCASBOJIF:**

The Risk Management Consultant (RMC)/Broker of Record-Liability Insurance-ACCASBOJIF that is selected shall address at a minimum the following information:

1. Professional's basic qualifications for the position, including a minimum of twenty (20) years' experience and/or familiarity in risk management, insurance related issues and New Jersey school law pertaining to the same.
2. Identification of the person who will be primarily responsible for the required services and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken by the Lower Township Board of Education.
3. Identification of persons who will serve as backup to the primary person.
4. Identification the business address of key staff that will be responsible for providing services under the contract.
5. Description of staffing.
6. Description of previous experience, specifically with Joint Insurance Funds (JIF's) and shall also be require to have familiarity with the working of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund {ACCASBOJIF}.
7. Description of specific familiarity with the services required by the Lower Township Board of Education.
8. Compensation Proposal
9. A list of references including the names, addresses and telephone numbers of persons who can verify experience and record of success.
10. Other services to be provided outside the scope of the ACCASBOJIF.

**Evaluation Procedure**

Upon receipt of qualifications and proposals, the School Business Administrator and the Superintendent will evaluate the qualifications and proposals on the basis of the most advantageous, price and other factors considered.

1. Experience and reputation in the field.
2. Knowledge of the Lower Township Board of Education and the subject matter to be addressed under the contract.
3. Availability to accommodate any required meetings of the board or the ACCASBOJIF.
4. Compensation proposal.
5. Other factors if demonstrated to be in the best interest of the Lower Township Board of Education.

**The current JIF Premium for the 2017-2018 is \$378,371.**

Upon completion of the review process, the School Business Administrator and Superintendent will make a recommendation to the entire Lower Township Board of Education for consideration at the June 27<sup>th</sup>, 2017 Board of Education meeting:

**General Terms and Conditions**

1. Period of Performance

This contract shall be effective for the school years ending 2018.

2. Cost and Pricing Data

FYE 6/30/2018 \_\_\_\_\_ % Percentage of the District Annual Assessment as promulgated by the ACCASBOJIF.

Or Fixed \$ \_\_\_\_\_

Note: For any coverage authorized by the District to be placed outside the Fund, the Risk Management Consultant/Broker of Record shall receive as his/her full compensation the normal brokerage commissions paid by the insurance company.

3. Termination

If the Risk Management Consultant/Broker of Record fails to comply with any of the terms specified, the Lower Township School District may, by written notice to the Risk Management Consultant/Broker of Record, terminate this contact.

All proposals must contain an Affirmative Action **Certification of Employee Information Report** pursuant to N.J.A.C. 17:27-1.1 et seq., a **Political Contribution Disclosure Form** pursuant to N.J.S.A. 19:44A-20.23, and a State of New Jersey **Business Registration Certificate** pursuant to P.L. 2004, c. 57 and be submitted no later than 4:00 pm on Thursday, June 15<sup>th</sup>, 2017 to:

John J. Hansen  
School Business Administrator/Board Secretary  
Lower Township Board of Education  
905 Seashore Road  
Cape May, NJ 08204  
Phone (609) 884-9400  
Fax (609)884-1812

**Any proposal received after the deadline will not be opened and will be returned to sender.** The Lower Township Board of Education intends to award professional services contracts for the defined scope of work under the Fair and Open Process in accordance with the N.J.S.A. 19:44A-20 et seq. at the district's June 27th, 2017 Board Meeting. **A Certificate of Insurance with proper levels of coverage must be presented to the Board of Education upon award of contract and prior to working in the school district.**