

PARKING AUTHORITY OF THE TOWNSHIP OF NORTH BERGEN
4225 BERGEN TURNPIKE
NORTH BERGEN, NEW JERSEY
PHONE 201-869-6200

REQUEST FOR QUALIFICATIONS

PLEASE TAKE NOTICE, the Parking Authority of the Township of North Bergen requests qualifications for the position of Risk Management Consultant, in accordance with the “Fair and Open Process” pursuant to N.J.S.A. 19:44A-20.5, et seq.

Responses must be enclosed in a sealed envelope. The service provider must submit six (6) copies and indicate the following on the outside of the envelope: (1) The name and address of the service provider; (2) The service for which the response is submitted “Risk Management Consultant”, and (3) “**Sealed RFQ Response**”. Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be submitted to the Executive Director of the Parking Authority of the Township of North Bergen at the address set forth above, on or before December 13, 2017, at 1:00 p.m. At that time, the responses will be publicly opened and read.

Proposals will be evaluated by the Board of Commissioners on the basis of a minimum of 5 years proven experience as an insurance broker in the State of New Jersey; Minimum of 5 years’ experience analyzing risk and coverage needs and claim management; The service provider shall possess both an Agency License and Individual Licenses for those persons who would be assigned to provide services to the Authority, from the New Jersey Department of Banking and Insurance. The service provider shall possess knowledge of the administrative structure and insurance needs of Parking Authorities and subject matter to be addressed under the contract. (Position does not encompass involvement in health benefits insurance policies).

The evaluation will further consider:

- a. Experience and reputation in the field;
- b. Other factors to be demonstrated to be in the best interest of the North Bergen Parking Authority;

Scope

- a. Advising the Authority on matters relating to available insurance programs, products and policies.
- b. Evaluating the Authority’s exposure as it relates to insurance.
- c. Explaining to the Authority, the various coverages that are available from insurance companies and joint insurance funds and alternative risk placement.
- d. Reviewing the Authority’s liability coverage including automobile, general liability, boiler and machinery, package and property, recreation accident, law enforcement,

- public officials, crime policy, bonds, cyber liability, excess coverage and all other necessary coverages.
- e. Reviewing the Authority's workers compensation program, excess, administration, medical review and safety services.
 - f. Assisting in the preparation of the Authority's insurance budget.
 - g. Reviewing losses and claims experience.
 - h. Assisting with safety requirements.
 - i. Attending meetings as required.
 - j. Attending all Joint Insurance Fund Commission and safety committee meetings.
 - k. Assisting management and personnel with regards to all insurance related matters.

The firm selected will be compensated through the Middlesex County Municipal Joint Insurance Fund at six (6) percent of the Authority's annual assessment.

Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Offices of the North Bergen Parking Authority located at 4225 Bergen Turnpike, North Bergen, NJ, on Wednesday, December 13, at 1:00pm.

Robert P. Baselice
NBPA Executive Director
November 29, 2017