

Barnegat Township School District

Request For Proposals

Insurance Brokerage Services

In accordance with N.J.S.A. 19:44A-20.4 et. seq., the Barnegat Township Board of Education is requesting proposals from New Jersey licensed insurance brokers interested in providing the district with general insurance services for the 2010-2011 school year. The successful firm must have a minimum of five years experience in the preparation of insurance packages for Barnegat Board of Education or other New Jersey Boards of Education. Experience must include the following:

- Package – Property, Commercial General Liability
- Automobile (approximately 50 buses and 10 other school vehicles)
- School Board Errors and Omissions Liability
- Umbrella Liability
- Boiler and Machinery
- Workers Compensation

Scope of Work

The Barnegat Township School District has a contract with the School Alliance Insurance Fund (SAIF) through the 2010-2011 school year which will limit the scope of work in the ensuing school year.

The successful firm/individual shall be prepared to provide policies that include the following:

- Firm quotations for the 2010-2011 school year
- A full outline of coverage and limits of liability
- Identification of the specific insurance carrier(s)
- Sixty (60) days notice clause on any cancellation of coverage.
- Specific endorsements and/or exclusions
- Changes to the district's existing coverage (must be provided in a cover memo that accompanies the quotations)
- Agreement to furnish an annual report (within ninety (90) days before the end of each annual renewal date) of all claims including claimant's name, date of accident or loss, amount paid and the amount reserved.

All proposals shall include the following minimum information:

1. Name of the individual(s) to be assigned to perform the tasks.

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2. Professional experience and education of the individual(s) to be assigned including a listing of experience with the Barnegat Township Board of Education and/or experience with other New Jersey public entities.
3. A statement concerning the ability of the firm/individual to perform tasks assigned by the District in a timely fashion.
4. Professional licenses and certifications held by the individual(s) to be assigned.
5. A description of the support staff available to the individual(s) to be assigned.
6. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2010.
7. A list of four professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to your experience in the requested service.
8. A copy of the Certificate of Employee Information Report or Form AA-302 Initial Employee Information Report.
9. A copy of your Business Registration Certificate.
10. A description of any previous services to the Barnegat Board of Education that provide the firm with a familiarity with our District.
11. Costs quoted to perform the specified services. PLEASE NOTE: These costs must be provided at the time of submittal.

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Request For Proposal
for
INSURANCE BROKERAGE
2010-2011

(Return this page with your Insurance Brokerage Proposal)

The Insurance Brokerage firm's staffing fee structure, hourly rates and other costs will be as follows:

The Insurance Brokerage firm agrees to provide these services for the amounts quoted as follows:

Insurance Brokerage Services for 2010-2011 \$_____

Signature _____ Date: _____

Title or Office _____

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SUBMISSION REQUIREMENTS

All responses to this Request For Proposals (“RFP”):

1. Will be opened publicly in the Administration Building, 550 Barnegat Boulevard North, Barnegat, New Jersey 08005 commencing at 10:00 a.m., prevailing time, on April 16, 2010.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFP, and the RFP due date on the outside of the envelope.
3. Responses which are to be hand delivered the day of the opening must be taken and presented to the Board Secretary at the time the responses to this RFP are called for.
4. Responses to this RFP which are to be mailed, shall be mailed to:

Dean Allison
Business Administrator/Board Secretary
Barnegat Township Board of Education
550 Barnegat Boulevard North
Barnegat, NJ 08005

5. Responses to the RFP must be received prior to 10:00 a.m., prevailing time on the date on which they are to be opened.
6. The Board will not be responsible for late mail deliveries and no responses to this RFP will be accepted by the district if received after the time stipulated above.
7. An original and three copies of your response to this RFP must be submitted for your response to be deemed complete.

SELECTION CRITERIA

The selection criteria to be used in awarding a contract or contracts described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested and references related thereto;

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3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the District;
4. Location (distance) of primary office in relation to the District Administrative Offices;
5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.

The Barnegat Board of Education shall award professional services contract(s) to the firm or firms that best meets the needs and interests of the District.

The Board reserves the right to negotiate all the terms and conditions of a professional services contract with the successful firm or firms to obtain the most cost advantageous services for the District.