

KINGWOOD TOWNSHIP BOARD OF EDUCATION

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

**PROPERTY AND CASUALTY, WORKERS' COMPENSATION
BROKER AND
RISK MANAGEMENT SERVICES**

DUE DATE: March 24, 2020

880 County Road 519
Frenchtown, New Jersey 08825

SCHEDULE FOR SUBMISSION OF RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) AND THE SELECTION PROCESS

- LAST DATE FOR QUESTIONS REGARDING THE RFQ (MUST BE SUBMITTED IN WRITING): **March 20, 2020**
- LAST DATE FOR ANSWERS TO QUESTIONS: **March 20, 2020**
- RESPONSES DUE IN DISTRICT BUSINESS OFFICE: **March 24, 2020**
- NOTIFICATION OF INTERVIEW DATES, IF NECESSARY, FOR FIRMS PROVIDING ACCEPTABLE RESPONSES: **March 31, 2020**
- THE AWARD OF A CONTRACT AS A RESULT OF THIS RFQ WILL BE COMPLETED WITHOUT THE RECEIPT OF FORMAL BIDS AS AN EXTRAORDINARY UNSPECIFIABLE SERVICE (EUS) IN ACCORDANCE WITH N.J.S.A. 40a:11-5 (1) (a) (ii) and N.J.S.A. 5:34-2.3 (b) .

REQUEST FOR QUALIFICATIONS (RFQ) REQUIREMENTS

Purpose

The Kingwood Township Board of Education (hereinafter referred to as "KTBOE", the "Board", the "Board of Education" the "District" or the "insured") is soliciting requests for qualifications (hereinafter referred to as "qualifications", or "proposals") for an Insurance Broker of Record Risk Management Consultant (hereinafter referred to as "Insurance Broker", the "Broker", the "contractor(s)", the "consultant(s)", the "firm" or the "proposer(s)" to address the Board's needs for property and casualty, workers' compensation and risk management consultant services. This request for qualifications is being made to ensure the District receives the highest quality services at a fair and competitive price.

Term

The Board intends to award a contract for up to three (3) years, in accordance with N.J.S.A.:18A:18A-42(e) with annual review and approval. However, the contract may be terminated by the Board at any time, without cause, upon thirty (30) day written notice.

Background

Kingwood Township School is a PreK through Grade 8 school district. The school is comprised of one school building (67,519 sq. feet), (5) small sheds, (1) soccer field, (1) softball field, (2) playground areas, parking lot and open land. The school's enrollment is approximately 350 students.

Insurance Broker's Responsibilities

1. The Insurance Broker/Risk Management Consultant shall provide all insurance services as requested by the Board. The Insurance Broker/Risk Management Consultant must have specialized knowledge in the area of complex insurance plans particularly applicable to public school districts in New Jersey, and, in order to address the Board's needs, provide detailed advice and comparisons as to available property and casualty, workers' compensation, school district legal liability and student accident insurance plans.
2. The Insurance Broker/Risk Management Consultant shall work cooperatively with the Board's administrative staff. The Insurance Broker's/Risk Management Consultant's agency shall be staffed by experienced, knowledgeable insurance professionals, so as to ensure the continuity and maximize the expected quality of service. The Insurance Broker/Risk Management Consultant must be available for emergencies and for assistance in resolving coverage or service problems that may arise. The Insurance Broker/Risk Management Consultant shall provide a high level of client contact and establish a strong working relationship with the Board and its representative(s).

3. The Insurance Broker/Risk Management Consultant must be licensed by the New Jersey Department of Banking and Insurance to conduct business in the State of New Jersey and have a minimum of five (5) years' experience in providing property and casualty, workers' compensation, school district legal liability and student accident insurance plans Insurance Broker/Risk Management Consultant services for New Jersey public schools. Evidence of said license is to be submitted with the proposal.

Laws

The Insurance Broker must be completely familiar and comply with all local, state and Federal statutes, rules, regulations, orders and directives pertaining to property and casualty, workers' compensation and student accident insurance. This contract shall be governed by the laws of the State of New Jersey as well as any applicable Federal law(s).

Basis of Compensation

Respondents are to provide an explanation of the manner in which compensation is paid for their services. Where joint insurance funds (JIF) are involved, it is expected that all brokers are subject to a flat rate payment from said JIF(s). Brokers are to provide confirmation of the payment method for their services under all work specified in this RFQ and the work described in each Broker's responses to this RFQ. Any exceptions to flat-rate commission payments (e.g., those not covered under JIF programs, etc.) are to be described in all responses.

References

Submit on the form provided, a list of five public schools of similar size, for which you are currently providing property and casualty, workers' compensation insurance coverage and risk management services. Include the name of the school district and name and telephone number of a primary contact person.

Legal Action

List the legal caption(s) of any and all actions which have been filed against you, either by way of complaint, cross-claim or counterclaim, in connection with your rendering of Insurance Broker services.

Law Against Discrimination

During performance of any contract that may be awarded as a result of this RFQ, the Insurance Broker/Risk Management Consultant and his/her sub consultants agree to comply with P.L.

Legal Action

List the legal caption(s) of any and all actions which have been filed against you, either by way of complaint, cross-claim or counterclaim, in connection with your rendering of Insurance Broker services.

Law Against Discrimination

During performance of any contract that may be awarded as a result of this RFQ, the Insurance Broker/Risk Management Consultant and his/her sub consultants agree to comply with 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto and made a part hereof and incorporated herein by reference. The contract with the Insurance Broker/Risk Management Consultant may be rescinded if the Insurance Broker/Risk Management Consultant fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27.

Indemnification

A. The Insurance Broker/Risk Management Consultant agrees to indemnify and hold harmless the Kingwood Township Board of Education (the "Board"), its board members, officers, employees, and agents from and against all claims, liabilities, losses, obligations, damages, accidents, occurrences, costs and expenses of every kind and nature (including all reasonable attorneys' fees and other costs of investigating and defending against such claims, liabilities, losses, obligations, damages, accidents, occurrences, costs and expenses) for any reason incurred by the Board by reason of (a) the Insurance Broker's/Risk Management Consultant's failure to comply with each and every term, covenant and condition of any Agreement that may result from this RFQ and the core agreement for the provision of contracted or consulting services; (b) the Insurance Broker's/Risk Management Consultant's failure to abide by all applicable laws, rules and regulations; (c) the negligent conduct of the Insurance Broker/Risk Management Consultant or any agent or employee or invitee of the Insurance Broker/Risk Management Consultant; (d) any act or action (including the failure to act) or thing whatsoever done, or any condition created in or about the premises arising from any act or omission of the Insurance Broker/Risk Management Consultant or any of its agents or employees or invitees or any other party acting at the request of or with the authorization of the Insurance Broker/Risk Management Consultant, but not to the extent that the Board is solely negligent.

B. The Insurance Broker/Risk Management Consultant retains whatever indemnification or contribution rights that are provided by law, except as limited by these specifications and any Agreement that may result from this RFQ.

C. Any Agreement that may result from this RFQ shall include indemnification from and against any and all liability, fines, suits, demands, costs and expenses, including attorney's fees and insurance deductibles incurred as a result of any claim(s) caused by or related to the provision of the contracted services of the Insurance Broker's/Risk Management Consultant's.

Broker Insurance

Insurance Broker/Risk Management Consultant agrees to obtain and maintain for the entire term of this Agreement the following minimum insurance coverage for the firm:

	Per Occurrence
General Comprehensive and Liability	\$1,000,000.00
Automobile Liability	\$1,000,000.00
Professional Liability (Per Claim)	\$1,000,000.00
Professional Liability (Aggregate)	\$5,000,000.00
Excess Umbrella	\$5,000,000.00
Workers' Compensation	Statutory
Employers Liability	\$500,000 each accident

Prior to the commencement of services, the Insurance Broker/Risk Management Consultant shall furnish certificates of insurance from an insurance company licensed to do business in the State of New Jersey to the Board establishing that it has personal and professional liability, property damage and workers' compensation insurance coverage as set forth above, for all services in connection with this Agreement. Full coverage must be provided for the Insurance Broker/Risk Management Consultant, its agents and employees, any sub-consultant and any member of the public who may be injured or suffer damage from any act of the Insurance Broker/Risk Management Consultant and its employees and agents.

The Board shall be named as an additional named insured, be primary and non-contributory and waive subrogation to the extent permitted by law, as its interests shall appear on all general comprehensive insurance policies.

Such insurance will be placed with a carrier licensed to do business in the State of New Jersey and is rated A- or better by A.M. Best & Company.

All policies must incorporate a provision requiring the giving of notice to the Board by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or nonrenewal of any insurance policy required herein. Professional liability insurance shall be maintained for a period of five (5) years after the date of the Board's final payment to the Insurance Broker, or for such term as is commercially available.

Pay to Play Law

The Insurance Broker is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888313-3532 or at www.elec.state.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

A. Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions:

No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.

- B. Pursuant to N.J.A.C. 6A:23A-6.3 (a2, 3) Contributions during term of contract: Contributions reportable by the recipient under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract. When a business entity referred to in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

- C. Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form: All Brokers shall submit with their qualifications package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract

Business Registration Certificate

Pursuant to N.J.S.A. 52:32-44, the Board is prohibited from entering into a contract with an entity unless the bidder and each subcontractor named in the proposal have a valid NJ Business Registration Certificate on file with the Division of Revenue and Enterprise Services. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

A. No contract with a subcontractor shall be entered into until the subcontractor provides a copy of a valid business registration certificate to the contractor. The contractor shall provide copies of a current Business Registration Certificate for each subcontractor immediately upon entering into each subcontract. The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels or forms of coverage. Subcontractors through all forms of coverage must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

B. The contractor shall maintain and submit a current, updated list of subcontractors and their current Business Registration Certificate as a continuing obligation under this contract. Before final payment, if any, on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

C. For the term of this contract, the contractor and each of its affiliates and each subcontractor and supplier and each of its affiliates as defined in N.J.S.A. 52:3244(g) (3) shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

D. A contractor, subcontractor or supplier that fails to provide a copy of a business registration as required pursuant to N.J.S.A. 52:32-44 et seq., or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency. The contractor shall indemnify and hold harmless the Board from and against any and all fines, taxes, penalties, interest, claims, losses, costs and expenses of any kind arising out of or resulting from or in connection with the contractor's failure to comply with N.J.S.A. 52:32-44 as amended from time to time. Information on the law and its requirements are available by calling (609) 292-9292.

IRS W9: IRS Form W-9 is to be submitted with each proposal.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN: State of NJ Form Disclosure of Investment Activities in Iran is to be submitted with each proposal.

A. GENERAL PROVISIONS

The Kingwood Township Board of Education seeks from all interested Insurance Brokers information that will assist the Board in selecting the Insurance Broker who will provide the highest quality services at a fair and competitive price, if and where applicable.

All qualifications should be submitted initially in the most complete and favorable terms from a technical standpoint that are capable of being evaluated for recommendation to the Board. The Board reserves the right of awarding a contract without any interviews, conversations or discussions beyond the initial submission packet.

Your response is due by noon on March 24, 2020. Emailed responses are preferred but responses may be mailed to the Kingwood Township Board of Education Business Office at the address included listed on Page 1 of this document. Submittals that are received after the date and time specified will be returned unopened. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals. (While all proposals are to remain valid for 60 days, it is the intention of the Board to award a contract as early as April 28, 2020 in order to commence the process of securing insurance for the July 1, 2020 renewal.)

In developing responses to this RFQ, please consider Section C. Schedule of Interviews; Award of Contract, subsections 1,2,3,and 4 that describe the qualifications and other factors that will be evaluated in the decision-making process for contract award.

Presentation Package (See corresponding checklist, page 19)

A. Transmittal Letter and Other Contact Information:

A transmittal letter shall be submitted with the response to this RFQ that identifies the authorized person submitting the proposal and includes a commitment by that person to provide the service required by the Kingwood Township Board of Education. The letter of transmittal is to be addressed and emailed or mailed to:

Michele McCann, RSBA, SFO
School Business Administrator/Board Secretary
Kingwood Township Board of Education
880 County Road 519
Frenchtown, NJ 08825
(908) 996-2941 x 515 telephone
(908) 996-0075 facsimile
mmccann@kingwoodschool.org

B. Description of Services: Provide a narrative description of all services to be rendered with a detailed explanation of how the services will be provided. By submitting a proposal, the Insurance Broker/Risk Management Consultant acknowledges that he/she fully understands the scope of work, activities and services expected.

C. Provide Qualifications; Relevant Experience: Evidence and documentation shall be submitted by each proposer to clearly and succinctly highlight its qualifications and experience that will assist the Board in the evaluation and selection process. Specific information should be provided to address the following:

- 1) Location of firm's main office and branches;
- 2) Indicate the number and type of staff at each location;
- 3) Indicate how many years the firm has been in business under its current name;
- 4) Indicate how many years the firm has been in business under other name(s)(submit a listing of the other name(s) in reverse chronological order);
- 5) Total number of employees dedicated to client services in the areas of property and casualty, workers' compensation, school district legal liability, and student accident insurance;
- 6) Total number of employees who hold a license with the required authorities.
- 7) Submit a brief resume of the employees of your firm who will provide insurance services to the Board include the individual's(s') level of experience in rendering such services. Indicate the role each employee will assume in providing services to the Board. Include a copy of any insurance licenses each employee currently holds;

8) Provide the total number of public school board clients for which you currently provide property and casualty, workers' compensation, and school district legal liability plans along with the annualized premium costs for each type of coverage for each district. Indicate for each of the top 5 largest school board clients you service in the State of New Jersey the following:

a) number of plans administered;

b) number of employees with the size of the payroll

c) budget size

d) number of consecutive years you have provided such service to each district

9) Include five current client references for property and casualty, and workers' compensation plans brokerage services. To the extent available choose similarly sized school districts;

10) Describe the services your firm routinely (daily, weekly, monthly, quarterly, annually) performs for its property and casualty, workers' compensation, and school district legal liability plan clients;

11) Describe how your firm reviews all insurance plan documents for compliance with applicable laws and contracted services/agreements;

12) Describe how your firm develops its solicitation for competitive insurance quotes;

13) Describe your knowledge of and experience with:

a) risk management assessment and advisory services

b) negotiating property and casualty, workers' compensation, and school district legal liability plan renewals; and

c) administration of property and casualty, workers' compensation, and school district legal liability plans;

- 14) Describe the procedures employed by your firm in the event the Board were to consider a change in the current carrier(s) as a result of the insurance policy renewal process;
- 15) Describe what service(s) you can provide to the District's employees when a claim dispute arises concerning a denial of a claim by the insurance carrier;
- 16) Describe any existing or potential conflict of interest or appearance thereof that may arise in the event your firm is retained by the Kingwood Township Board of Education;
- 17) State whether there is any pending or current litigation involving your firm and explain the nature of the litigation;
- 18) State whether, during the past five (5) years, your firm has been subject to any state or Federal investigation, or other agency enforcement investigation and the substance and outcome of the investigation;
- 19) Describe any other benefits, services and/or products your firm could or will provide to the district if awarded a contract.

D. Fee Proposal: Provide information detailing how your fees are determined and paid (whether they be through commissions paid by the carrier, as in through JIFs, or by the Board of Education) for all work specified in this RFQ and identified by your responses to this RFQ.

E. Expenses: The responding Brokers will provide a statement agreeing that he/she is responsible for his/her own expenses including travel and meals incurred in servicing the insured's account.

Brokers will describe any and all extraordinary expenses that the insurance carrier(s), hereinafter referred to as "carrier" or "producer", expects to or may incur that will be charged back to the District as a part of its premium costs as a result of providing any special services to the insured. Said expenses, if any, shall be delineated and agreed to in advance in writing.

6. Insurance Plan Administration: Provide a statement with the RFQ that your firm recognizes that timeliness is essential and the selected Broker shall agree to place coverage and issue binders prior to the expiration of each policy. Initial policies and/or endorsements are expected to be provided prior to the expiration of existing coverage (June 30, 2020) and as soon as practicable upon annual coverage renewal after inception or renewal, as applicable, of any contract that results from this RFQ. The Board understands that certain commitments to pooled insurance plans have a multi-year term. (While all proposals are to remain valid for 60 days, it is the intention of the Board to award a contract as early as April 28, 2020.)

7. Access to Records: Each Broker shall provide a statement agreeing to provide full and free access to those records maintained with respect to the insured, as well as other books, records, and information reasonably related to the scope of services provided by the producer to the Board of Education, all to the extent permitted by state and Federal law.

B. MISCELLANEOUS PROVISIONS

The procedures developed for the award of the contract constitute a "fair and open" process to the extent provided for under an EUS contract award. All Brokers are required to provide sufficient information in their proposals for evaluation and from which an appointment can be made without interviews should such be the decision of the Board. The Business Administrator shall conduct a preliminary evaluation of all proposals to determine the ability of the Broker to perform, evaluate their past performance, determine their ability to meet the time requirements of this contract and evaluate their understanding of the work to be performed, all on the basis of the information provided with the proposal.

- 1 . The proposal must be concise and clear. Elaborate brochures or other presentations are not necessary or desired.
- 2 . The Broker acknowledges that he/she has read this Request for Qualifications, understands it, and in its response to this RFQ agrees to be bound by its terms and conditions as well as by the responses and representations the Broker has made and submitted in the proposal. Proposals must be submitted by or before the time and date specified by mail or hand delivered to the Kingwood Township Board of Education. No facsimile or e-mail proposals will be accepted.
- 3 . The Kingwood Township Board of Education reserves the right to reject any or all proposals in whole.
- 4 . The Kingwood Township Board of Education reserves the right to contact references provided with the proposal as well as other clients, whether current or past, not listed as references.
- 5 . Any departures from this Request for Qualifications must be noted. Any conditions or terms that may constitute an exception, or may be interpreted to constitute an exception to this RFQ, must be written and included with the RFQ.
- 6 . Proposing Brokers shall be licensed or authorized to transact business in the State of New Jersey and have a favorable record with the Department of Banking and Insurance. Submit any documentation to support said licensure and other applicable credentials.
- 7 . For all coverages, insurance company claims history reports shall be provided to the Board quarterly, if available. The Broker shall be available to assist in the understanding and analysis of such reports.
- 8 . Include any additional clear and succinct information which you believe will be useful to the Business Administrator and Kingwood Township Board of Education in its selection process.

C. SCHEDULE OF INTERVIEWS; AWARD OF CONTRACT

The School Business Administrator may arrange for interviews with Brokers submitting proposals for the purpose of obtaining additional clarification, **if necessary**. All such interviews will be held for those Brokers meeting acceptable levels of qualifications. The interview schedule is to be determined.

Should proposals submitted require additional clarification and/or supplementary information, Brokers shall be prepared to submit same in a timely manner. A decision on whether the contract will be awarded and to who shall be made within sixty (60) days from the date the proposals are opened. The purchase of insurance coverage and consultant services is considered a "statutory" EUS. The contract, if awarded, shall be awarded to the Broker who submits the most advantageous proposal based on the qualifications of said Broker and other factors considered. The evaluation will consider:

1. Technical Criteria and Qualifications:

The following criteria will be considered by the Board in evaluating the proposals submitted in response to this Request for Qualifications. (Provide clear and succinct narrative statements and/or appropriate other documentation for any of the below items that are not addressed in one of the above sections.):

Proposed Methodology:

- i. Does the Broker's proposal demonstrate a clear understanding of the scope of services and related objectives?
- ii. Is the Broker's proposal complete and Responsive to the specific RFQ requirements?
- iii. Has the past performance of the Broker's proposed been documented?
(Based on content of the proposal and reference checks.)
- iv. Does the Broker's proposal reflect that the Broker is well versed in all applicable requirements and practices?

2. Management Criteria:

- i. Will the Broker provide all services in a timely fashion to meet the Board's needs? (Based on content of the proposal and reference checks.)
- ii. Will a principal of the Broker be available to attend meetings with the administration and the Board, when requested?
- iii. How is work distributed among the Insurance Broker's staff, if there are principals and associates?

B. History and experience in performing the work:

- i. Does the Insurance Broker document a proven record of reliability of timely response? (Based on the content of the proposal and reference checks.)
- ii. Does the Insurance Broker demonstrate a proven track record of reliable and competent experience in assisting the administration in resolving claims issues? (Based on content of the proposal and reference checks.)
- iii. Does the Insurance Broker document industry experience?
- iv. Does the Insurance Broker have a record of moral integrity?

3. Availability of Personnel, Facilities, Equipment and Other Resources:

- i. To what extent does the Broker rely on in-house resources as opposed to contracted resources (outsourcing)?
- ii. Is the availability of in-house and contracted (outsourced) resources documented?

4. Qualifications and experience of personnel

- i. Provide documentation of experience in performing similar work by employees and, when appropriate, sub-consultants.
- ii. Provide documentation of oversight and mentoring/training of newer/inexperienced employees.

5. Cost Criteria:

What is the cost of services to be performed as determined below?

- i. Provide an explanation on how fees are paid to the Broker under JIF type of insurance program.
- ii. Provide additional information concerning fees that will be charged the district for services provided by other than a JIF (e.g., certain umbrella coverages, alternatives for JIF participation/coverage, etc.).

What is the Broker's financial stability and strength considering the below?

- i. Does the Insurance Broker have sufficient resources (e.g., staff, administration, technology infrastructure, financial stability and insurance) to meet its obligations?

4. Performance Record :

The performance record of each respondent shall be considered based on the following:

- i. Recommendations of references, both provided by the Broker and otherwise identified.
- ii. Recommendation by other industry resources.
- iii. History of retention of school district clients.

D. LAST BEST OFFER

The Board reserves the right to request one last best offer for purposes of presenting any/all services provided and/or any fees charged from either all proposing Brokers or from a short list of "finalist" firms.

CHECKLIST (To be submitted with proposal)

The Forms, as noted below, must be properly completed and submitted with the proposal along with other requested documentation and narrative descriptions. Failure to provide any item(s) noted below may cause disqualification of the proposal in accordance with law.

Forms of Proposal (Presentation Package Items 1-7), including:

- Transmittal Letter
- Description of Services
- Qualifications; Relevant Experience
- Fee Proposal, if applicable
- Expenses, if applicable
- Insurance Plan Administration
- Access to Records

(Check for completeness of this list as related to the above.)

- Request for References Form (Attached)
- Vendor Certification (Attached)
- Stockholder or Partnership Disclosure Statement (Attached)
- Affidavit of Non-Collusion (Attached)
- Political Contribution Disclosure Affidavit (Attached)
- Business Registration Certificate ((BRC) State of New Jersey form)
- Mandatory Language Exhibit A (Attached)
- Affirmative Action Questionnaire and Certification for Compliance with Affirmative Action Regulations(Attached)
- Insurance Broker license and other appropriate documentation (Respondent documents)
- W-9, IRS form
- State of NJ Division of Purchasing & Property Disclosure of Investment Activities in Iran

REQUEST FOR REFERENCES FORM

1. School District Address

Telephone

Contact Individual

2. School District

Address

Telephone

Contact Individual

3. School District

Address

Telephone

Contact Individual

4. School District

Address

Telephone

Contact Individual

5. School District

Address

Telephone

Contact Individual

Vendor Certification
Property and Casualty, Workers' Compensation and
Student Accident insurance plans Health Insurance
Broker and Risk Management Consultant

Name of Company

Street Address

PO Box

City, State, Zip

Business Phone Number: () ext.

Fax Number: () E-mail:

Years in Business: Number of Employees:

Direct/Indirect Interests

I declare and certify that no member of the Kingwood Township Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this Request for Proposal or in the services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, and/or officer of the board has an interest in the Request for Proposal, attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Kingwood Township Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(al-4) concerning vendor contributions to school board members. I certify that I am not an official, board member or employee of the Kingwood Township Board of Education. I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent and Title Signature

STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT

STATE OF

COUNTY OF

In accordance with the request for proposals and the provisions of P.L. 1977, Chapter 33, Section 1 (N.J.S.A. 52:2524.2), the undersigned being duly sworn according to law, deposes and says that the following is a list of the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock or of all individual partners in the partnership who own a 10% or greater interest therein.

If one or more such stockholder or partner is itself a corporation or partnership, all stockholders holding a 10% or more of the corporation's stock or all individual partners owing 10% or greater interest in that partnership is also listed.

I. Name of Corporation/
Partnership

Address

Name of Corporation/
Partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Make copies of this form for additional stockholders/partners.

STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT (continued)

II.

Name of Corporation or
Partnership who holds 10% or more interest in
the respondent corporation/partnership

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Name of Stockholder/Partner

Address

Use reverse side for additional stockholders/partners.

The absence of any names and addresses on the foregoing list signifies that there are no individual stockholders or partners who own 10% or more interest in the respondent corporation or partnership.

By: Name of Firm Name

Official Title

Sworn before me this ____ day of _____, 2020

Notary Public of
My Commission Expires

AFFIDAVIT OF NONCOLLUSION

STATE OF New Jersey)

COUNTY OF _____ } ss:

I, _____, residing in the Town _____ of _____ in the County of _____ and State of _____ of full age, being duly sworn according to law on my oath depose and say:

I am _____ of the firm of _____ the firm responding to the request for qualifications. I executed the response to request for proposals with full authority to do so. The firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive contracting in connection with the above named request for proposals. All statements contained in the response to request for qualifications and in this affidavit are true and correct, and made with the full knowledge that the Kingwood Township Board of Education will rely upon the truth of the statements contained in the response to request for qualifications and in this affidavit in awarding the contract.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee.

Signature of Firm Official

Sworn before me this _____

day of _____, 20____

Notary Public of

My Commission expires ____/____/____

POLITICAL CONTRIBUTION DISCLOSURE AFFIDAVIT

STATE OF ())

ss:

COUNTY OF ()

I, _____, residing in the _____ of _____ in the County of _____ and State of _____, of full age, being duly sworn according to law on my oath depose and say:

I am _____ of the firm of _____, the bidder making the proposal for the above named project. I am aware that:

A. Pursuant to N.J.A.C. 6A:23A-6.3, no business entity which has made a reportable contribution (as defined in N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one (1) year shall be awarded a contract in excess of \$17,500.

B. Any business entity doing business with the School District is precluded from making any reportable contributions to any member of the Board of Education during the term of the Contract.

C. When a business entity is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by the person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

D. A political contribution disclosure (hereinafter referred to as "PCD") form is required to be submitted for all contracts greater than \$17,500. No contract award shall be made unless the completed PCD is submitted to the Board office prior to the award. Failure to submit the PCD shall result in the rejection of the bid. A Sample Form is included as part of the proposal documents and must be completed by the firm.

I certify that no reportable contributions have been made by the firm in violation of the provisions set forth in

N.J.A.C. 6A:23A-6.3.

By:

Signature of Principal

(Name)

(Title)

Sworn before me this _____

day of _____, 20____

Notary Public of

My Commission expires ____/____/____

Certification on Behalf of a Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) Any candidate committee and/or election fund of the Governor;
- b) A state political party committee;
- c) A legislative leadership committee;
- d) A county political party committee; or
- e) A municipal political party committee.

I certify as an officer or authorized representative of the Broker or firm identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of the Insurance Broker Company/Risk Management Consultant:

By: _____
Signature of Principal

(Name)

(Title)

Sworn before me this _____

day of _____, 20____

Notary Public of

My Commission expires ____/____/____

Circle One of the Following Which Applies:

(A) The Company, Partnership or Organization is the vendor; or

(B) The Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the vendor, a Subsidiary controlled by the vendor, or a Political Organization (e.g., PAC) controlled by the vendor.

**Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.*

Individual Certification of Compliance with Executive Order No. 117 (2008)

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) Any candidate committee and/or election fund of the Governor;
- b) A State political party committee;
- c) A legislative leadership committee;
- d) A county political party committee; or
- e) A municipal political party committee.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

By: _____
Signature of Principal

(Name)

(Title)

Sworn before me this _____
day of _____, 20__

Notary Public of

My Commission expires ____/____/____

271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

[illegible]

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE

CONTRACTS During the performance of this contract, the Contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, up grading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to

comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with:

Good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2 or

Good faith efforts to meet targeted county employment goals determined by the Division pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it

will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the

Division's website: www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

The failure to submit such appropriate evidence will result in rescission of the contract.

By: _____ Signature of Principal

(Name)

(Title)

Sworn before me this _____

day of _____, 20____

Notary Public of

My Commission expires ____/____/____

**AFFIRMATIVE ACTION QUESTIONNAIRE AND CERTIFICATION
FOR COMPLIANCE WITH AFFIRMATIVE ACTION REGULATIONS**

i) DO YOU HAVE FEDERAL APPROVAL? Yes ____ No ____

This means a letter from a Federal Agency stating the company name and address as having submitted their Affirmative Action Plan and their plans being approved.

If yes, please submit a photocopy.

ii) DO YOU HAVE A STATE CERTIFICATE OF EMPLOYEE INFORMATION REPORT APPROVAL? Yes ____ No ____

If yes, please submit a photocopy of this certificate.

iii) IF YOU DO NOT HAVE EITHER OF THE ABOVE, PLEASE SUBMIT A COPY OF AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT (AA302). This form can be electronically provided by the Division and distributed to the public agency through the Division's website: www.state.nj.us/treasury/contract_compliance I certify that our Company has never before applied for a Certificate of Employee Information Report in accordance with the rules promulgated by the State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and I agree to submit immediately a copy of the Employee Information Report (AA-302) to the Division of Public Contracts Equal Employment Opportunity Compliance, Department of Treasury, P.O. Box 209, Trenton, NJ 08625.

_____, being duly sworn, according to law, deposes and says that he is a duly authorized representative of the Contractor, _____. I hereby certify that I am aware of the equal employment opportunity and affirmative action in public contracting requirements set forth in N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. and that the Contractor is in compliance with the requirements therein. I hereby agree that the Contractor shall make good faith efforts to provide equal employment opportunity for minorities and women. I am aware that the failure to make good faith efforts to provide equal employment opportunity for minorities and women may result in fines/penalties, suspension/debarment, a determination to lower the firm's aggregate rating or such other action as provided by law. I certify that the above information is correct to the best of my knowledge.

SIGNATURE

NAME

DATE

TITLE

To be completed, signed below and returned with proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN											
Quote Number: <input style="width: 90%;" type="text"/>	Bidder/ Offeror: <input style="width: 98%;" type="text"/>										
PART 1: CERTIFICATION BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX. FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.											
<p>Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party</p> <p>PLEASE CHECK THE APPROPRIATE BOX:</p> <p><input type="checkbox"/> I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is <u>listed</u> on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.</p> <p>OR</p> <p><input type="checkbox"/> I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. <u>Failure to provide such will result in the proposal being rendered as non-responsive</u> and appropriate penalties, fines and/or sanctions will be assessed as provided by law.</p>											
PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. <p>EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 5px;">Name <input style="width: 95%;" type="text"/></td><td style="width: 50%; padding: 5px;">Relationship to Bidder/Offeror <input style="width: 95%;" type="text"/></td></tr><tr><td colspan="2" style="padding: 5px;">Description of Activities <input style="width: 98%;" type="text"/></td></tr><tr><td colspan="2" style="padding: 5px;"><input style="width: 98%;" type="text"/></td></tr><tr><td style="padding: 5px;">Duration of Engagement <input style="width: 40%;" type="text"/></td><td style="padding: 5px;">Anticipated Cessation Date <input style="width: 55%;" type="text"/></td></tr><tr><td style="padding: 5px;">Bidder/Offeror Contact Name <input style="width: 45%;" type="text"/></td><td style="padding: 5px;">Contact Phone Number <input style="width: 50%;" type="text"/></td></tr></table>		Name <input style="width: 95%;" type="text"/>	Relationship to Bidder/Offeror <input style="width: 95%;" type="text"/>	Description of Activities <input style="width: 98%;" type="text"/>		<input style="width: 98%;" type="text"/>		Duration of Engagement <input style="width: 40%;" type="text"/>	Anticipated Cessation Date <input style="width: 55%;" type="text"/>	Bidder/Offeror Contact Name <input style="width: 45%;" type="text"/>	Contact Phone Number <input style="width: 50%;" type="text"/>
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ADD AN ADDITIONAL ACTIVITIES ENTRY											
<p><small>Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.</small></p>											
Full Name (Print): <input style="width: 95%;" type="text"/>	Signature: <input style="width: 95%;" type="text"/>										
Do Not Enter PIN as a Signature											
Title: <input style="width: 45%;" type="text"/>	Date: <input style="width: 50%;" type="text"/>										