

**GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE
CONTRACTORS SUBMITTING QUALIFICATIONS AND PROPOSALS FOR 2017-
2019 CONTRACT FOR POSITION OF RISK MANAGEMENT CONSULTANT**

- I. Invitation to Submit Qualifications and Proposal.** The Township of Upper Deerfield is requesting qualifications and proposals from individuals and/or firms for the following three year contract for the years 2017-2019: Risk Management Consultant. The qualifications and proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, *et. seq.*
- II. Submitting and Delivery of Qualifications and Proposals.** Qualifications and proposals must be submitted on or before December 6, 2016 and may be submitted either by mail or in person by the prospective contractor or his agent. Qualifications and proposals must be enclosed in a sealed envelope and plainly marked "Qualifications and Proposal for 2017-2019 Risk Management Consultant Contract" and the envelope also shall have plainly marked on it the name and address of the prospective contractor. Please submit 1 original copy of your proposal.
- III. Time and Place for Acceptance of Qualifications and Proposals.** The Township of Upper Deerfield Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Township Clerk, Township of Upper Deerfield, 1325 State Highway 77, Seabrook, New Jersey, 08302, either by mail or in person by the prospective contractor or his agent on or prior to December 6, 2016 at 11:00 a.m., prevailing time. The Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the time designated for receipt.
- IV. Contract Description and Qualifications.** The Risk Management Consultant will provide services to the municipality as follows:
- a. The Risk Management Consultant shall assist the Township of Upper Deerfield in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk of loss;
 - b. Assist the Township of Upper Deerfield in understanding and selecting the various coverages available from the Atlantic County Municipal Joint Insurance Fund (JIF);
 - c. Review with the Township of Upper Deerfield any coverages that the Risk Management Consultant thinks should be carried, but are not available from the JIF and, subject to the Township's authorization, to place such coverages outside

the JIF;

- d. Assist the Township of Upper Deerfield in the preparation of applications, statements of values and similar documents requested by the JIF (it being understood that the agreement will not include any appraisal work by the Risk Management Consultant);
- e. Review the Township of Upper Deerfield's assessment as prepared by the JIF and assist the Township in the preparation of its annual insurance budget;
- f. Review the loss and engineering reports and generally assist the safety committee of the Township in its loss containment objectives;
- g. Assist where needed in the settlement of claims, with the understanding that the scope of the Risk Management Consultant's involvement does not include the work normally done by a public adjuster; and
- h. Any other services required by the JIF's by-laws.

The contractor shall possess all required State of New Jersey licenses or certifications.

The resumes or *curricula vitae* of all individuals who will perform services under the contract on behalf of the Township of Upper Deerfield shall be submitted with the prospective contractor's proposal.

The prospective contractor's proposal shall clearly set forth the proposed fixed sum financial compensation to be paid to the contractor under each year of the contract.

A proposed contract shall be submitted with the contractor's proposal.

V. Selection Process & Award of Contract. Upon receipt of qualifications and proposals, the Township Clerk will transmit copies of each statement of qualifications to a review committee. Qualifications will be evaluated on the basis of the following considerations:

- a. Experience and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the Township of Upper Deerfield, issues that are unique to Upper Deerfield Township and the subject matter to be addressed under the contract;

- c. Availability to accommodate any required meetings of the Township of Upper Deerfield or its various departments;
- d. Fixed sum compensation proposal for each year of the three year contract; and
- e. Other factors as demonstrated to be in the best interest of the Township of Upper Deerfield.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Township Committee which may award the subject contract on or about January 2, 2014 by resolution.

VI. Obligation of Prospective Contractor. At the time of receipt of the statement of qualifications, each prospective contractor will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of requests for qualifications that has been posted on the Township of Upper Deerfield website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any prospective contractor from any obligation with respect to the qualifications submitted.

VII. Investigation of Qualifications. The Township of Upper Deerfield will make such investigations as it deems necessary to determine the responsibility of the prospective contractor and the prospective contractor shall furnish the Township of Upper Deerfield all such information as may be requested by the Township of Upper Deerfield notwithstanding the fact that the release of such information to the Township of Upper Deerfield may result in the disqualification of the prospective contractor and the proposal submitted.

The Township of Upper Deerfield reserves the right to reject any proposal if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the Township of Upper Deerfield that such prospective contractor properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.

VIII. Signing of Proposal Documentation. The qualification documentation that is submitted by the prospective contractor shall be signed by the individual or on behalf of the entity to be bound by the contract.

IX. New Jersey Business Registration Certificate. Business organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Prospective contractors submitting

qualifications shall submit a copy of their business registration certificate to the Township of Upper Deerfield at the time that the proposal is submitted to the Township. See N.J.S.A. 52:32-44b (1). Failure to comply with this paragraph shall result in disqualification of the prospective contractor.

X. Miscellaneous.

- a. Nothing herein shall be construed as an obligation on the part of the Township of Upper Deerfield to award the subject contract under the fair and open procedures described above and the Township of Upper Deerfield, after review of qualifications that have been submitted, if deemed to be in the best interests of the Township of Upper Deerfield, specifically reserves the right to award the subject contract by utilizing the non-fair and open procedures that are set forth at N.J.S.A. 19:44A-20.5, *et seq.*
- b. All contracts awarded by the Township of Upper Deerfield shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
- c. If awarded a contract, you or your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27 (EEO in public contracts).
- d. For additional information contact: Roy Spoltore, Township Clerk/Administrator, Upper Deerfield Municipal Building, 1325 Highway 77, Seabrook, New Jersey, 08302, 856-451-3811.