

REQUEST FOR QUALIFICATIONS

PURPOSE:

The following procedures are designed to provide for a fair and open process in awarding professional services based on qualifications, merit and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects and contracts.

Scope of Services: RISK MANAGEMENT CONSULTANT

Any person or firm interested in providing professional services to the Township of Deptford as defined in the New Jersey Statutes, NJSA 40A:11-2(6).

- 1) **Appointment of Township Risk Management Consultant.** Risk Management Consultant shall be appointed by the Township Council by a majority vote of a quorum of its members and shall serve for a term of one (1) year from the first day of January of the year of appointment and until a successor has been appointed and qualified. The Risk Management Consultant shall be a New Jersey licensed property/casualty insurance agent or broker with demonstrated prior experience in the management of public insurance risks. The Risk Management Consultant shall be an “Insurance Producer”, pursuant to NJSA 17:22-A, but shall not be a Fund Commissioner.
- 2) **Duties.**

The Risk Management Consultant shall:

- A. The Consultant shall assist the Municipality in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk loss.
- B. Assist the Municipality in understanding and selecting the various coverages available with the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund.
- C. Review with the Municipality any additional coverages that the Consultant feels should be carried but are not available from the Fund and subject to the Municipality’s authorization place such coverages outside the fund.
- D. Assist the Municipality in the preparation of applications, statements of values and similar documents requested by the Fund, it being understood that this agreement does not include any appraisal work by the Consultant.
- E. Review the Municipality’s assessment as prepared by the Fund and

assist the Municipality in the preparation of its annual insurance budget.

F. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives.

G. Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjustor.

H. Attendance at the majority of meetings of the Fund and the performance of such other services as required by the Municipality or the Fund.

I. Any other services required by the Fund's Bylaws.

3) Residence. The Risk Management Consultant need not be a resident of Deptford Township.

**Applicants'/Proposers' Responsibility in Responding to
Township's Request For Qualifications**

The applicant/proposer shall in response to the Township's RFQ, at a minimum, include the following information:

A. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the Township's RFQ. Qualifications, at a minimum, shall include requirements defined as follows:

1. Full name and business address.
2. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the RFQ.
3. Dates of licensure in the State of New Jersey and any other state as to the professional discipline requested to serve the needs of Deptford Township.
4. A listing of any professional affiliations or membership in any professional societies or organizations, with an indication as to any offices held.
5. The number of licensed professionals employed (if a professional firm) and/or affiliated with the professional entity seeking to provide services to the Township. A description of each individual's qualifications, including education, licensure and years of professional experience.
6. A listing of all previous Public Sector entities served by the

applicant/proposer licensed professional including dates of service and position(s) held.

7. Proposed cost of the service(s) or activities, including the hourly rate of individuals who will perform the services or activities. The proposed cost should include:

- a. Attorney meetings.
- b. Site visits and expenses
- c. Expenses for travel, postage and telephone excluded from the hourly rate.
- d. Additional services defined beyond the scope of regular services.

8. **Insurance.** The applicant/proposer, as a member of a profession which is subject to suit for professional malpractice, shall provide documentation that insurance for professional liability/malpractice coverage with limits as to liability acceptable to the Township of Deptford.

9. **Financial Disclosure.** The applicant/proposer as a “professional”, if required by law, shall file a Financial Disclosure Statement pursuant to a Local Government Ethics Law N.J.S.A. 40A:9-22(1) et seq.

10. **Law Against Discrimination and Affirmative Action.** The applicant/proposer as a “professional” shall file a statement as to compliance with N.J.S.A. 10:5-1 et. Seq.

B. The applicant/proposer shall submit **two (2) copies** of his/her proposal to the attention of the Township Clerk for review and consideration by the Township Manager and Township Council.

Basis for Award of Contract/Agreement for Professional Services

The Township shall award all professional service contracts or agreements based on qualification, merit and cost competitiveness. Selection criteria will include:

1. Qualifications of the individual or firms who will perform the service or activity.
2. Experience and references.
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff’s familiarity of the service or activity.
4. Cost Competitiveness.
5. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the professional services as outlined in

the applicant's/proposer's proposal.

6. All awards or waivers will be by resolution acted on by the Township Council at a Township meeting.

7. For annual appointments, the Township Council, Township Manager and Administrative staff will conduct a performance review a minimum of once per year in late November, early December.

8. All awards are subject to availability of funds.

9. This policy will include, but not be limited to, all of the above listed requirements.

10. A fee as compensation for services rendered, an amount equal to six percent (6%) of the Township's annual assessment as promulgated by Tri-County Joint Insurance Fund. Said fee shall be paid within thirty (30) days of payment of the Township's assessment.

“The Township shall require that all public documents held by outside vendors/professionals be copied and provided to the Township, without charge, if requested by the Township. The vendor/professional shall comply with a request for public documents by the Township within five (5) working days of the request.”