

**HOBOKEN BOARD OF EDUCATION
REQUEST FOR PROPOSALS (“RFP’s”)
Property & Casualty and Workmen’s Compensation Broker Services**

Notice is hereby given that the Hoboken Board of Education is seeking proposals from individuals or Firms (as appropriate) for the following Property & Casualty and Workmen’s Compensation Broker Services. The Board intends to award this contract pursuant to N.J.S.A.:18A:18A-4.4 and N.J.A.C. 5:34-4.2 for the period beginning July 1, 2019 and ending June 30, 2020.

Insurance Brokers responding to this request for proposals should submit an ORIGINAL and at least one (1) COPY of their proposal and must indicate the following on the outside of the envelope: 1) the name and address of the insurance broker; (2) the service for which the response is submitted; and (3) “RFP – Property & Casualty and Workmen’s Compensation Broker Services”. Responses are to be submitted by **NO LATER THAN 2:30 PM, THURSDAY, APRIL 25, 2019**, to the office of the Business Administrator/Board Secretary, 158 Fourth Street, Hoboken, New Jersey 07030. (Website: http://www.hoboken.k12.nj.us/central_office/business_office/rfp_rfq_rfb).

Responses are to be detailed and comprehensive in addressing the insurance broker’s qualifications and experience so that the Board may deliberate in an efficient manner. Each insurance broker is required to submit the following information with its response: (1) list of qualifications and description of experience; (2) compensation proposal and/or proposed fee structure; (3) Other factors if demonstrated to be in the best interest of the Board; (4) Business Registration Certificate; (5) Letter of Affirmative Action Plan, Certificate of Employee Information Report or Employee Information Form AA302; (6) Political Contribution Disclosure Statement; and (7) IRS Form W-9; and (8) fees for “Proposals to Furnish Property and Casualty and Workmen’s Compensation Brokerage Services MUST be either a percentage of insurance premium (rate) or a fixed fee. The District will NOT accept “standard broker commission” or “commission set forth in current insurance contract”.

Schedule of Insurance: On an annual basis, the selected broker will provide the Board of Education with a schedule detailing the coverages placed through the firm. Allocation of premium should be provided as required by the School District. Additional schedules must also be provided as needed by the School District.

It is the intention of the Board of Education to award the contract to the Insurance Broker whose response is the most advantageous to the District, price and other factors considered; and who will provide the highest quality service at fair and competitive prices. It is note that the Extraordinary Unspecifiable Services (EUS) procurement process as defined in N.J.S.A.:18A:18A-37A and N.J.A.C. 5:34-2.1 will be used for this proposal. The Broker contract for “Proposals to Furnish Property and Casualty and Workmen’s Compensation Services will be subject to annual renewal. The Board reserves the right to exercise renewal thereafter.

It is recommended that each response be hand delivered to the Business Administrator/Board Secretary. The Business Administrator/Board Secretary assumes no responsibility for delays in any form of carrier, mail or delivery service causing the response to be received by the Business Administrator/Board Secretary.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible insurance brokers are encouraged to submit a response.

POSTED
03/30/2019